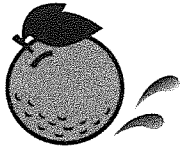


**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
JULY 12, 2016 beginning at 6:30 PM**

**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**



**CITRUS
HEIGHTS
WATER
DISTRICT**

6230 Sylvan Road
P.O. Box 286
Citrus Heights
California
95611-0286

phone
916/ 725-6873

fax
916/ 725-0345

website
www.chwd.org

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Assistant General Manager or Management Services Supervisor/Chief Board Clerk at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

Rob Swartz, Manager of Technical Services, Regional Water Authority
(RWA)

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (A)

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

- CC-1 Minutes of the Regular Meeting – June 14, 2016.
- CC-1a. Minutes of the Special Meeting – June 26, 2016.
- CC-2. Revenue Analysis Report for June 2016.
- CC-3. Assessor/Collector's Roll Adjustment for June 2016.
- CC-4. Treasurer's Report for June 2016.
- CC-5. Treasurer's Report of Fund Balances for June.
- CC-6. Operations Budget Analysis for June 2016.
- CC-7. Capital Projects Summary June 2016.
- CC-8. Warrants for June 2016.
- CC-9. CAL-Card Distributions for June 2016.

Board of Directors

**Allen B. Dains
Caryl F. Sheehan
Raymond A. Riehle**

*General Manager/
Secretary*

Robert A. Churchill

*Assistant General
Manager/Treasurer*

Hilary M. Straus

*Accounting Supervisor
Assessor/Collector*

Susan K. Sohal



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CC-10. Summary of 2016 Employees, Officers and Directors Training Courses, Seminars and Conference.

CC-11. Administration Building Improvements Project (I)
Receive information on completion of an office to the Administration Building.

CC-12. Customer Account Deposits Policy Amendments (A)
Consider amendments to Accounts Receivable Policy No. 7120 regarding Customer Account Deposits.

CC-13. Capital Nursery Plaza Easements Acceptance (A)
Consider adoption of Resolutions 16-2016, 17-2016 and 18-2016 accepting three (3) easements from Sunrise Madison Retail, LLC and Resolution 19-2016 accepting one (1) easement from Singlewood, LLC on portions of the Capital Nursery Plaza.

PRESENTATION:

P-1. RWA Regional Reliability Study (I)
Receive a report from RWA Manager of Technical Services Rob Swartz on RWA's Regional Reliability Study.

PUBLIC HEARING:

PH-1. Water Quality Public Health Goals (A)
Conduct a Public Hearing and consider adoption of the 2016 Public Health Goals (PHG).

ADJOURN TO CHWD FINANCING CORPORATION:

See Financing Corporation Agenda

RECONVENE AS CHWD BOARD OF DIRECTORS:

OLD BUSINESS:

O-1. None

NEW BUSINESS:

N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.

N-2. CSDA Board of Directors Election (A)
Vote for the California Special Districts Association (CSDA) Board of Directors.

N-3. Sacramento County Proposed Trench Restoration (I)
Receive information about proposed revisions to Sacramento County's requirements for trench restoration.

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N-4. Public Employee Retirement and Succession—Employment Agreement for General Manager (A)

Consider approving a General Manager’s Employment Agreement with Assistant General Manager Hilary Straus.

CONSULTANTS’ AND LEGAL COUNSEL’S REPORTS (I):

PROJECT MANAGER’S REPORTS (I):

- PM-1. Accepted Water Systems.
- PM-2. Projects Under Construction by Private Developers.
- PM-3. Contractor / Developer Projects Pending Construction.
- PM-4. Proposed District Capital Improvement Projects.
- PM-5. Projects Contracted by Citrus Heights Water District.
- PM-6. City of Citrus Heights Projects.

OPERATIONS MANAGER’S REPORTS (I):

- OM-1. Monthly report on construction and maintenance activities plus water analysis reports.
- OM-2. 2016 Water Supply – Purchased and Produced.
- OM-3. Surface Water Supply.

RECESS: The Meeting will have a brief recess.

DIRECTOR’S AND REPRESENTATIVE’S REPORTS (I):

- D-1. Regional Water Authority (Dains, Churchill).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District.
- D-4. Association of California Water Agencies (Dains).
- D-5. ACWA Joint Powers Insurance Authority.
- D-6. Sacramento Local Agency Formation Commission.
- D-7. City of Citrus Heights.
- D-8. Chamber of Commerce Government Issues Committee (Straus).
- D-9. Other Reports:

ASSISTANT GENERAL MANAGER’S REPORTS (I):

- AGM-1. Water Efficiency Program Update.
- AGM-2. Drought Response Plan Update.
- AGM-3. Paladin Night Patrol Update.
- AGM-4. Stage 2 Water Alert Modified

GENERAL MANAGER’S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager’s Task List.
- GM-3. Long Range Board Agenda.

CORRESPONDENCE:

None

CLOSED SESSION:

None

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 9, 2016	6:30 PM	Regular Meeting
August 29, 2016	6:30 PM	Special Meeting – Budget Workshop #1
September 13, 2016	6:30 PM	Regular Meeting



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Hilary M. Straus

Accounting Supervisor

Assessor/Collector

Susan K. Sohal

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the regular meeting in accordance with Government Code Section 54954.2.


BETH SHOCKLEY, Deputy Board Clerk

Dated: July 7, 2016

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
June 14, 2016

The Regular Meeting of the Board of Directors was called to order at 6:32 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Director
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager
Melissa A. Pieri, Associate Civil Engineer
David M. Gordon, Operations Manager
Susan K. Sohal, Accounting Supervisor
Lisa A. Smoot, Management Services Supervisor / Chief Board Clerk

VISITORS:

Rex W. Meurer, Water Efficiency Coordinator
Brian M. Hensley, Water Resources Supervisor/Chief Operator
Beth Shockley, Management Services Specialist / Deputy Board Clerk
Keith Durkin, Assistant General Manager, San Juan Water District
Jim Crowley, The Crowley Group, Inc.
John Moore, CHWD Resident

PLEDGE OF ALLEGIANCE:

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT:

There was no Public Comment.

CONSENT CALENDAR:

President Dains asked for consideration and/or approval of the Consent Calendar consisting of the following action or information items:

Minutes of the Regular Meeting – May 10, 2016.
Minutes of the Special Meeting – May 31, 2016.
Revenue Analysis Report for May 2016.
Assessor/Collector's Roll Adjustment for May 2016.
Treasurer's Report for May 2016.
Treasurer's Report of Fund Balances for May.
Operations Budget Analysis for May 2016.
Capital Improvements Budget Analysis for May.
Payables for May.
CAL–Card Purchases for May 2016.

Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.

Stock Ranch Commercial Easement Acceptance

PM Dietrich presented Resolution 13-2016 requesting adoption, and also requested acceptance of an easement from SRP 12 LLC on a portion of 6900 Auburn Boulevard, Stock Ranch Commercial. Site improvements to the Stock Ranch Commercial Center at 6900 Auburn Boulevard required the installation of a new water distribution main, water services and fire protection facilities to provide water service to the site. An easement for the water facilities was granted by SRP 12 LLC at no cost to the District.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 13 -2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
SRP 12 LLC
FOR WATER DISTRIBUTION FACILITIES WITHIN
6900 AUBURN BLVD, STOCK RANCH COMMERCIAL

Whereas SRP 12 LLC for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances` to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

That portion of Lot 12 as shown on the "Plat of Subdivision No. 02-01 Stock Ranch Commercial" in the City of Citrus Heights, County of Sacramento, State of California as per Map filed June 30, 2003 in Book 317 of Maps, at Page No. 2, Records of said County, described as follows:

Commencing at the southeast corner of Lot 12, said corner being a point on a curve concave to the east having a radius of 180.00 feet, a radial line through said point bears South 39°32'11" West; thence Northerly 16.10 feet along said curve through a central angle of 5°07'32" to a point on said curve to which point a radial line bears South 44°39'43" West, said point being the True Point of Beginning of this description; thence continuing Northerly along said curve 10.67 feet through a central angle of 3°23'43" to a point on a line parallel with and 24.63 feet north of the south line of said Lot 12, said point having a radial line which bears South 48°03'26" West; thence South 66°42'21" West along said parallel line 38.95 feet; thence North 23°17'39" West 46.38 feet; thence South 66°42'21" West 10.00 feet; thence South 23°17'39" East 13.00 feet; thence South 66°42'21" West 10.83 feet; thence South 23°17'39" East 10.00 feet; thence North 66°42'21" East

10.83 feet; thence South 23°17'39" East 33.38 feet; thence North 66°42'21" East 52.66 feet to the True Point of Beginning of this description.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 14th day of June 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

Administration Building Improvements Project

GM Churchill presented an informational report on the status of the Administration Building improvements Project. Upon issuance of a building permit from the City of Citrus Heights on April 15, 2016, construction of the Administration Building office addition by Kaler-Dobler Construction began. Construction is now substantially complete with final inspections and approval on June 1, 2016 by the City of Citrus Heights and Sacramento Metro Fire District. Minor cosmetic corrections remain prior to final acceptance by the District. It is anticipated that Final Acceptance and a Notice of Completion will be brought forward to the Board of Directors on July 12, 2016. Furniture delivery is expected in mid-to-late June.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to accept the Consent Calendar. The motion carried 3-0 with all Directors voting yes.

PRESENTATIONS:

San Juan Water District Key Issues Briefing

San Juan Water District's Assistant General Manager, Keith Durkin, provided the CHWD Board of Directors a briefing highlighting San Juan Water District's key policy and operational issues and anticipated cost drivers that will affect wholesale water rates to SJWD's retail agencies, including CHWD, in the near future. CHWD requested a briefing on issues and cost drivers from its wholesale agency as part of CHWD's Strategic Planning process.

Highlights of AGM Durkin's presentation included an overview of SJWD's: 1) Water Supply Reliability, including SJWD's water rights and contracts, Central Valley Water Project/Folsom operations, CalWaterFix and Folsom Water Control Manual; 2) Capital Improvement Program; 3) Staffing and Succession Planning; 4) Wholesale Rates and Charges; 5) Regulatory Requirements.

Noteworthy are several capital improvement project expenses that are anticipated to have an upward pressure on SJWD's wholesale water rates to its retail agencies, including CHWD. 59 capital projects have been identified with a 10-year cost estimate of \$72 million. Of the total forecasted cost, approximately \$35 million dollars in capital projects are projected in the next 3 to 5 years. SJWD's existing capital reserves are comparatively low at \$6.9 million. The major capital projects in the near term include several projects in and around the SJWD's Water Treatment Plant including: 1) Floc/Sed Basin Improvements; 2) Hinkle Reservoir lining cover; 3) Filter Basin Repairs and Replacements.

PUBLIC HEARING:

2015 Urban Water Management Plan

Water Efficiency Coordinator Rex Meurer and Jim Crowley with the Crowley Group, Inc. presented the Board with the 2015 Urban Water Management Plan (UWMP) for adoption. The California Water Code requires water purveyors that serve more than 3,000 connections or supply more than 3,000 acre-feet of water annually adopt and submit an Urban Water Management Plan (UWMP). The UWMP must be submitted every five years to the California Department of Water Resources (DWR). With the support of J. Crowley Group, Inc., a Public Review Draft of the 2016 UWMP was prepared in compliance with DWR guidelines and reviewed by the CHWD Board of Directors at their Regular Meeting of May 10, 2016. A Public Hearing was conducted.

The UWMP provides guidelines for long-term water management by CHWD. Although the UWMP does not legally obligate CHWD to a specific course of action, it provides an overview of anticipated water demands and water supplies and the types of water demand management activities that CHWD expects to undertake to meet the "20 by 2020" requirements.

President Dains opened the Public Hearing on the UWMP at 8:17 PM and requested public comments. There were no public comments; therefore, the Public Hearing was closed at 8:18 PM.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to adopt the

Resolution No. 15-2016 adopting the 2015 Urban Water Management Plan was adopted. The motion carried 3-0 with all Directors voting yes.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 15-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ADOPTING THE 2015 URBAN WATER MANAGEMENT PLAN

WHEREAS, the Citrus Heights Water District Urban Water Management Plan is prepared and submitted to fulfill the requirements of the California Urban Water Management Planning Act of 1983, Assembly Bill No. 797, Water Code Section 10610 et seq.; and

WHEREAS, the District has prepared and made available for public review a draft Urban Water Management Plan, and a properly noticed public hearing regarding said Plan was conducted by the Board of Directors on June 14, 2016; and

WHEREAS, the Board of Directors intends that the Plan shall serve as a guideline to assist the District in its efforts to encourage conservation and efficient use of water.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District as follows:

1. The 2015 Urban Water Management Plan is hereby adopted; and the J. Crowley Group; is hereby authorized and directed to file the Plan with the California Department of Water Resources; and
2. The District General Manager is hereby directed to implement the programs as set forth in the 2015 Urban Water Management Plan, subject to review and express authorization of the Board of Directors for all actions requiring the approval of the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 14th day of June 2016, by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

ALLEN B, DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

OLD BUSINESS:

Strategic Planning Session

AGM Straus requested the Board call for a Strategic Planning Session Special Meeting to be held at Rusch Park, Sunrise Patio Room, on June 26, 2016 beginning at 8:30 AM. Beginning with the 2017 budget process, CHWD has initiated an annual Strategic Planning process. The goal of Strategic Planning is to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify what items, given limited resources (i.e., funding, time and staffing resources) the District should be working on over and above daily operations in the coming year.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to call for a Special Board of Directors Meeting for a Strategic Planning Session on June 26, 2016 beginning at 8:30 AM. The motion carried 3-0 with all Directors voting yes.

NEW BUSINESS:

Training/Continued Education/Meetings

GM Churchill presented an item on upcoming training and continued education events.

Water Quality Public Health Goals

Water Resources Supervisor Hensley presented the District's Public Health Goals (PHG) Report and requested the Board call for a Public Hearing to be held at the July 12, 2016 Board of Directors Meeting to accept the report presented. Provisions of the California Health and Safety Code, Section 116470 (b), specify that public water systems serving more than 10,000 service connections, such as Citrus Heights Water District (CHWD) (19,610 connections), must prepare a special report by July 1, 2010 and every three years thereafter, that gives information on the detection of any constituents above the Public Health Goals (PHG) published by the State Office of Environmental Health Hazard Assessment (OEHHA) which is part of Cal EPA. This report must be provided and made available at a public hearing of the District shortly after said date.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to: Call for a Public Hearing on the Districts Public Health Goals on July 12, 2016. The motion carried 3-0 with all Directors voting yes.

Water Conservation Stage Declaration:

Water Efficiency Coordinator Meurer discussed the recent State Water Resource Control Board (SWRCB) policy change and requested the Board approve moving from a Stage 4 Water Emergency to a Stage 2 Water Alert. As the State's drought continues, staff recommends CHWD encourage its customers to voluntarily reduce consumption by 5%-10%. With drought conditions easing in the region and the SWRCB mandatory water reduction targets being lifted, it is also recommended that the District suspend Paladin Night Patrol. If

the need presents itself in the future consideration will be given to reinstate the program.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to: Adopt Resolution 14-2016 enacting a Stage 2 Water Alert. The motion carried 3-0 with all Directors voting yes.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 14-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
DECLARING A STAGE 2 – WATER ALERT
WITHIN CITRUS HEIGHTS WATER DISTRICT

WHEREAS, the Citrus Heights Water District (CHWD) declared a Stage 4 – Water Crisis on May 12, 2015, based upon a State Water Resource Control Board (SWRCB) mandatory water reduction target issued due to the fourth year of drought across the State; and

WHEREAS, SWRCB announced a May 18, 2016 update to the mandatory water reduction targets across the State; and

WHEREAS, water reduction targets for CHWD and other water service contractors is based on the 3 year supply reliability available during 3 dry years and, CHWD has been informed that it will receive 100 percent of its contract allocation for the water year 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT declares a STAGE 2 – WATER ALERT to remain in effect for the customers of the CITRUS HEIGHTS WATER DISTRICT until modified by Resolution of the Board of Directors. The Stage 2 Water Alert regulations accompany this Resolution as Exhibit A.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 14th day of June, 2016 by the following vote, to-wit:

AYES: Directors:
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
 Citrus Heights Water District

PROJECT MANAGER’S REPORT:

PM Dietrich presented a report on the following activities during the month of May 2016 by the Project Management and Engineering Department. *New values or projects noted in bold italics*

ACCEPTED WATER SYSTEMS

Recent additions to the District’s water distribution system that were constructed by independent State Licensed contractors on behalf of private developers / owners, inspected by the District and formally accepted:

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>Applebee’s Restaurant</i>	<i>51 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$14,010.00</i>
<i>6900 Auburn Blvd (2015-53)</i>	<i>27 l.f.</i>	<i>6-Inch DIP Water Main</i>	
	<i>1</i>	<i>Steamer Fire Hydrant</i>	
	<i>1</i>	<i>6-Inch Gate Valve</i>	
	<i>1</i>	<i>6-Inch Post Indicator Valve</i>	
	<i>1</i>	<i>1-Inch Irrigation Service</i>	
	<i>1</i>	<i>1 ½” Irrigation Service</i>	

PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

Water distribution system facilities currently under construction by independent State Licensed contractors on behalf of private developers / owners requiring District inspection:

<u>Project</u>	<u>Location</u>	<u>Status</u>
California American Water Co. San Juan Avenue Tank - Intertie and Water Service	5444 San Juan Ave	<i>95% Complete</i>
Capitol Nursery Plaza	Sunrise Blvd @ Madison Ave	<i>95% Complete</i>
Sylvan Middle School	7085 Auburn Blvd	<i>Substantially Complete</i>
Citrus Heights City Hall	6350 Fountain Square Dr	<i>80% Complete</i>
Northridge Grove 47 Condominiums	5555 Mariposa Ave	Construction Underway
Memory Care Facility	6825-33 Sunrise Blvd	<i>50% Complete</i>
Dundee Estates	Mariposa Ave @ Highland Ave	<i>80% Complete</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
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CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
McDonalds (2015-60)	5402 Sunrise Blvd	Awaiting System Construction
Bearpaw Expansion Commercial Building (2015-59)	7524 Old Auburn Rd	Awaiting System Construction
Louis-Orlando Bus Transfer Point (2015-66)	Louis Ln @ Orlando Ave	Awaiting System Construction

PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

Project Plans and Contracts currently under review and development by the Engineering Department:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Fair Way Intertie with City of Roseville	9955 Fair Way	Agreement – 99% Plans – 95% Cost Estimate – 90%
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	Agreement – 99% Plans – 95% Cost Estimate – 90%
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	Agreement – 99% Plans – 95% Cost Estimate – 90%
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc.	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	Mariposa Ave Portion - Bid Opening on April 5th. Limerick Way Portion – 90% Plans Delivered to KASL on March 30th.
Baird Way 12” Water Main Area West Engineers, Inc.	Auburn Blvd to Holly Dr	90% Plan Development Continues

PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
San Juan Park 12” Water Main KASL Consulting Engineers, Inc.	5555 Mariposa Ave to U.C. Davis Medical Center	<i>Substantially Complete</i>

CITY OF CITRUS HEIGHTS PROJECTS

City of Citrus Heights Projects requiring coordination and inspection by the District:

None

OPERATIONS MANAGER’S REPORT:

OM Gordon reported as follows:

A total of 307 work orders were performed during the month of May by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Public Health requirements.

District-wide water consumption for the calendar year 2016 through the end of May was 979.49 acre-feet, a decrease of 31.4% percent compared with the water consumption during the same period in 2013.

As of midnight on May 31, 2016, storage in Folsom Lake was at 826,034 acre-feet, 85 percent of the total capacity of 977,000 acre-feet. This is about 101 percent of historical average for this date. This represents an increase in storage of 2,077 acre-feet in the past month.

Director Dains called a recess to the meeting at 9:34 PM.

PM Dietrich and OM Gordon left the meeting.

Director Dains reconvened the meeting at 9:43 PM.

DIRECTOR’S AND REPRESENTATIVES REPORTS:

Regional Water Authority (Dains, Churchill)
No Report

Sacramento Groundwater Authority (Sheehan)
Director Sheehan reported that in August a decision will be made with regard to moving forward with the Ground Water Sustainability Project.

San Juan Water District
No report.

Association of California Water Agencies (Dains)

No report.

ACWA Joint Powers Insurance Authority (Churchill)

No report.

Sacramento Local Agency Formation Commission

No report.

City of Citrus Heights

No report.

Chamber of Commerce Government Issues Committee (Straus)

No report.

Other Reports:

No report.

ASSISTANT GENERAL MANAGER'S REPORT:

AGM Straus reported as follows:

Water Efficiency Program activities during the month of May 2016 included:

- 17 ultra-low-flush toilet rebates for the month of May. A total of \$6,525 in rebates has been provided to customers during 2016 to date.
- For the period of May 2016, No High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 55 water waste calls were received during the month of May. No reports of water waste were received through the CHWD's Drought Resources web page. A total of 36 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The May 2016 Residential Gallon per Capita per Day (R-GPCD) was 155. This information is submitted monthly to the State Water Resources Control Board.
- The J. Crowley Group, Inc. will present a completed 2015 Urban Water Management Plan for adoption at tonight's public hearing. The updated plan includes a comprehensive assessment and description of the District's water distribution system, water demands, water supplies, conservation and demand management, and demand-to-supply contingency planning.
- May was "Water Awareness Month". San Juan High School and Sunrise Recreation and Park District posted water conservation messages on their electronic message boards. The message read "May Is Water Awareness Month-Please Use Water Wisely". The message ran the entire month of May.

The following is a summary of Drought Response Plan activities in May:

- CHWD’s Water Reduction Target for 2016 has been adjusted by the State Water Resource Control Board (SWRCB). Water reduction targets will be based on a District’s local water supply reliability conditions. A detailed update will be given tonight by WEC Meurer.
- CHWD will be holding an Ecolandscape classes on June 11th and July 23rd. Both classes will cover “right plant-right placement” and best irrigation practices for customers. There will be a demonstration on how to convert spray to drip, how to properly read plant tags when choosing a plant and water efficient outreach materials.
- The Top 20% water reduction campaign has continued. 182 customers were asked to submit a water reduction plan. 96 responses have been received by the District. The 72 no response/non-compliant customers are being contacted by District staff. Customers will be offered a water efficiency review and left with water conservation program information and literature.

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August 2015 through May 2016.

Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
DECEMBER				
2015	56	31	54	0
JANUARY				
2016	32	15	32	0
FEBRUARY				
2016	29	18	29	0
MARCH				
2016	34	20	34	0
APRIL				
2016	16	6	16	0
MAY				
2016	34	27	30	0
Totals	520	295	476	1

*A single incident report can include one or more violation categories. One incident report can overlap into multiple categories.

GENERAL MANAGER’S REPORT:

1. Twenty employees received recognition for superior attendance, outstanding customer service and quality of work during the month of May 2016. Directors were provided with a list of the employees and items for which each received recognition.
2. A list of the General Manager’s significant assignments and activities was provided.
3. Long Range Board Agenda.

Meeting Date	Item	Assigned To
May 31, 2016	Strategic Planning Meeting #1 Educational Tour and Issues Briefing	Churchill/Straus/Smoot
June 14, 2016	UWMP Public Hearing/Adoption	Straus/Meurer
	Public Health Goals (PHG) Call for Public Hearing	Gordon/Hensley
	Third Party Deposit Policy	Straus/Sohal
	Roseville Intertie Agreement	Churchill
	Water Supply Agreement	Churchill
	Closed Session—GM Evaluation	Churchill
	Closed Session--GM Succession Plg.	Board
June 26, 2016	Strategic Planning	Board & GM, Dept. Heads, Supervisors, ACE Pieri and WEC Meurer (13)
July 12, 2016	CIP Adoption	All
	Public Health Goals (PHG) Public Hearing	Gordon/Hensley
August 9, 2016	Budget & Rates Study Session	Straus/Sohal
September 13, 2016	Budget and Rates Workshop	Straus/Sohal
October 11, 2016		
November 8, 2016	Operating and Capital Budgets	Straus/Dietrich/Gordon
	Water Rates, Charges & Fees	Straus/Sohal
	Capacity Fees	Straus/Sohal
	Water Shortage Charges	Straus/Sohal
December 13, 2016		

4. GM Churchill attended the Association of California Water Agencies (ACWA) and the ACWA Joint Powers Insurance Authority Conferences in Monterey, CA from Tuesday May 3, 2016 to Friday May 6, 2016. A list of the sessions attended was presented.

CORRESPONDENCE:

Employee James Ferro was selected by the Joint Powers Insurance Authority as an H.R. LaBounty Safety Award winner.

CLOSED SESSION:

The Board adjourned into Closed Session at 9:45 PM to discuss Public Employee Retirement and Succession – pursuant to Personnel Exemption (California Government Code Section 54957) (D). Present for the Closed Session were Directors Dains, Sheehan, Riehle, and GM Churchill.

OPEN SESSION:

The Board reconvened in Open Session at 10:05 PM. President Dains announced that the Board has received and reviewed a draft Employment Agreement with successor General Manager Hilary Straus and instructed that the Agreement be brought back for formal consideration in Open Session at the July 12, 2016 Regular Board of Directors Meeting.

CLOSED SESSION:

The Board adjourned into Closed Session at 10:10 PM to discuss Public Employee Performance Evaluation – General Manager; pursuant to California Government Code Section 54957. Present for the Closed Session were Directors Dains, Sheehan and Riehle and GM Churchill.

OPEN SESSION:

The Board reconvened into Open Session at 10:23 PM. President Dains announced that the Board unanimously evaluated Mr. Churchill’s performance as outstanding. In as much, as Mr. Churchill is at the maximum of the General Managers salary range, no adjustment in salary is forthcoming.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

Dates and locations of upcoming Regular Meetings of the Board of Directors were noted for the calendar.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 10:25 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
June 26, 2016

The Special Meeting of the Board of Directors was called to order at 9:00 AM by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager
Paul A. Dietrich, Project Manager
David M. Gordon, Operations Manager
Melissa A. Pieri, Associate Civil Engineer
Susan K. Sohal, Accounting Supervisor
Lisa A. Smoot, Management Services Supervisor / Chief Board Clerk
Timothy R. Cutler, Water Distribution Supervisor
Brian M. Hensley, Water Resources Supervisor
Rex W. Meurer, Water Efficiency Coordinator

Also in attendance:

Beth Shockley, Management Services Specialist / Deputy Board Clerk
Laura Mason-Smith, Mason-Smith Success Strategies

VISITORS:

None.

PLEDGE OF ALLEGIANCE:

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT:

There was no Public Comment.

NEW BUSINESS:

Strategic Planning Session defining Goals and Objectives for the District

The group participated in a Strategic Planning Session facilitated by Laura Mason-Smith of Mason-Smith Success Strategies. Activities included: 1) Participating in an icebreaker and recognition of District accomplishments; 2) Recognizing the District's Mission, Vision, Core Values and Commitments; 3) Developing a shared understanding by identifying significant issues, factors and trends facing the District; 4) Defining Goals and SMART (Specific, Measurable, Assignable, Realistic and Time-Related) Objectives; 5) Confirming the top five Three-Year Goals for the District; 6) Identifying the top Measureable Objectives for 2017 for each of the Goals; 7) Public Comment—There was no public comment; 8) Clarifying next steps—The notes to the Strategic Planning Session

will be presented (with assignments) at the August 9, 2016 regular Board of Directors meeting.

Detailed notes (without assignments) are incorporated into these meeting minutes as an attachment.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 2:38 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

DRAFT

Attachment

Citrus Heights Water District

***STRATEGIC PLAN
SESSION SUMMARY***

Sunday, June 26, 2016

designed and facilitated by



*Laura Mason-Smith
916-485-3582 www.masonsmith.com*

Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY
Sunday, June 26, 2016

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Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY

Sunday, June 26, 2016

OVERVIEW

On Sunday, June 26, 2016, the following members of the Board and Management of the Citrus Heights Water District met to develop the District's 2017-2020 Strategic Plan:

Allen B. Dains, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager
Paul A. Dietrich, Project Manager
David M. Gordon, Operations Manager
Melissa A. Pieri, Associate Civil Engineer
Susan K. Sohal, Accounting Supervisor
Lisa A. Smoot, Management Services Supervisor / Chief Board Clerk
Timothy R. Cutler, Water Distribution Supervisor
Brian M. Hensley, Water Resources Supervisor
Rex W. Meurer, Water Efficiency Coordinator

The session was facilitated by Laura Mason-Smith of Mason-Smith SUCCESS STRATEGIES. Outlined on the following pages is a summary of the Strategic Plan Session results.

Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY
Sunday, June 26, 2016

INTRODUCTION

Board Chair Allen Dains welcomed everyone and called the meeting to order. General Manager Robert Churchill explained that the purpose of the session was to develop the 2017-1010 Strategic Plan for the District.

DISTRICT ACCOMPLISHMENTS AND STRENGTHS

The participants identified the following District City accomplishments and strengths:

1. The District is running very well; we do things right and demonstrate accountability
2. Excellent customer service/relations and positive public perceptions
3. Effective drought response programs and positive results
4. Great people – customers, elected Board members, and staff
5. Extremely effective budget process – options, notices, public engagement, and rate adjustments
6. District's important role in the Citrus Heights community
7. Leadership in the local water industry
8. Reliability, trustworthiness, and follow-through on commitments
9. Foresight and on-call capabilities
10. Well development
11. Proactively preparing a well-established foundation for the future
12. Building capacity, both externally and internally
13. Administration building remodel and water main beyond San Juan High School
14. Professional response to the San Juan and Sacramento Suburban Water Districts' merger
15. Resilient and very professional workforce
16. Succession planning
17. Both staff longevity and staff taking on new positions and roles
18. High level of respect really stands out
19. Increasingly coming together and working in unison
20. Integrity throughout comes from the top
21. Family atmosphere and mutual respect – a great place to work!

REAFFIRMATION OF THE DISTRICT'S MISSION AND CORE VALUES

The participants reaffirmed the District's Mission, Vision, Core Values, and Commitments as follows.

MISSION STATEMENT

The mission of the Citrus Heights Water District is to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.

VISION STATEMENT

The Citrus Heights Water district will continue to evolve as a dynamic provider of municipal water service to assure that our customers receive the best value without giving it a second thought.

CORE VALUES

not in priority order

Integrity

Teamwork

Dependability

Accountability

Professionalism

COMMITMENTS

(See Attachment A)

ISSUES, FACTORS, AND TRENDS

The participants identified the following key issues, factors, and trends that do or could affect the District:

1. San Juan Water District/Regional Water Authority Reliability Study
2. Sacramento Groundwater Authority (SGMA) implications
3. Water banking
4. Public engagement, information, and education
5. Aging infrastructure (mains, meters, buildings, yards)
6. CIP pressure control, power generation, and SMUD interaction
7. Outside agencies regarding interties
8. CIP Master Plan
9. Billing and HR software updates
10. Document and asset management
11. State and regional fees increasing
12. San Juan Water District (SJWD) capital projects funding impacts on the District
13. LAFCO process of closing “donut holes”
14. Well development and site acquisition
15. New County requirements, such as paving and others
16. State mandates, both known and unknown
17. 24-inch water main replacement requirements
18. Conservation requirement and Water Resources Control Board oversight
19. San Juan Water District wholesale debt
20. EPA and other regulations, and regulatory cost drivers
21. Project flexibility within the CIP
22. Corporation Yard Improvement Project
23. Operations Building remodel
24. HR policy updating, succession planning, career laddering, hiring, training, and records retention

Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY
Sunday, June 26, 2016

ISSUES, FACTORS, AND TRENDS (continued)

25. Document and asset management
26. Folsom Lake reliability
27. Water conservation regulations
28. Water supply reliability
29. Potential consolidation of water districts in our region
30. Public goods charge
31. Water transfers
32. Avoiding new debt
33. Ratepayer involvement
34. Human resources expenses for healthcare and PERS
35. Potential implications of the “Internet of Things”

THREE-YEAR GOALS – 2017-2020

(not in priority order)

After extensive discussion, the participants prioritized the District’s five top Three-Year Goals:

- ***Project 2030 – Water Main Improvements***
- ***Meter Replacement Program***
- ***Well Development***
- ***Capital Improvements Program***
- ***Organization-Wide Objectives***

Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY
 Sunday, June 26, 2016

CITRUS HEIGHTS WATER DISTRICT ☼ 2017 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *PROJECT 2030 – WATER MAIN IMPROVEMENTS*

Objectives to be Completed in the 2017 Year							
#	WHEN	WHO	WHAT	STATUS			COMMENTS
				Done	On Target	Revised	
1	9/2017	Assignment Pending	Asset inventory into ESRI				
2.	9/2017	Assignment Pending	Prepare Request for Proposal (RFP) for an Engineering/Funding Planning Study				
3.	2018	Assignment Pending	Gain Board direction based on options from the Engineering/Funding Planning Study				

**Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY**

Sunday, June 26, 2016

CITRUS HEIGHTS WATER DISTRICT ☼ 2017 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *METER REPLACEMENT PROGRAM*

Objectives to be Completed in the 2017 Year							
#	WHEN	WHO	WHAT	STATUS			COMMENTS
				Done	On Target	Revised	
1	7/2017	Assignment Pending	Identify current assets				
2.	7/2017	Assignment Pending	Identify replacement timeline				
3.	8/2017	Assignment Pending	Prepare cost estimates				
4.	11/2017	Assignment Pending	Establish Meter Replacement Fund Reserve and timeline				

Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY
 Sunday, June 26, 2016

CITRUS HEIGHTS WATER DISTRICT ✪ 2017 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: WELL DEVELOPMENT

Objectives to be Completed in the 2017 Year							
#	WHEN	WHO	WHAT	STATUS			COMMENTS
				Done	On Target	Revised	
1.	1/2017	Assignment Pending	Acquire the site for Well # 7 and successfully test the hole				
2.	1/2017	Assignment Pending	Complete the Peak Demand Assessment (PDA) using current data				
3.	3/2017	Assignment Pending	Complete upgrades to Palm and Sunrise				
4.	12/2017	Assignment Pending	Complete design and grant funding for # 7				
5.	1-12/2017	Assignment Pending	Continue other well site acquisition				

Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY

Sunday, June 26, 2016

CITRUS HEIGHTS WATER DISTRICT ☼ 2017 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: CAPITAL IMPROVEMENTS PROGRAM

Objectives to be Completed in the 2017 Year							
#	WHEN	WHO	WHAT	STATUS			COMMENTS
				Done	On Target	Revised	
1	6/2017	Assignment Pending	Update the Ten-Year Capital Improvement Program (CIP)				
2.	9/2017	Assignment Pending	Determine one-year CIP options				
3.	8/2017	Assignment Pending	Complete the Operations Building design				
4.	10/2017	Assignment Pending	Complete the Corporation Yard build				
5.	12/2017	Assignment Pending	Complete the Pressure Reduction/Power Generation plan				

Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY

Sunday, June 26, 2016

CITRUS HEIGHTS WATER DISTRICT ✪ 2017 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: ORGANIZATION-WIDE OBJECTIVES

Objectives to be Completed in the 2017 Year							
#	WHEN	WHO	WHAT	STATUS			COMMENTS
				Done	On Target	Revised	
1.	Q1 2017	Assignment Pending	Develop the Finance/Utility/HR/Timekeeping system software replacements Request for Proposal (RFP)				
2.	Q1 2017	Assignment Pending	Complete Performance Evaluation System policy and administrative updates				
2.	Q2 2017	Assignment Pending	Prepare RFP for new General Counsel Services and get recommendations from other agencies				
3.	Q3 2017	Assignment Pending	Update Intertie Agreements: <ul style="list-style-type: none"> • Conduct needs assessment • Meet with other agencies 				
4.	Q3 2017	Assignment Pending	Update HR Policies: <ul style="list-style-type: none"> • Needs assessment • Resource assessment • Employee communication 				
5.	Q3-4 2017	Assignment Pending	Pursue Community Leadership Development for future Board members				
6.	Q4 2017	Assignment Pending	Complete document management/indexing: <ul style="list-style-type: none"> • Update retention schedule • Enterprise-wide document imaging strategy 				
7.	Q4 2017	Assignment Pending	Address career laddering: <ul style="list-style-type: none"> • Create ERC • Create job descriptions 				

ATTACHMENT A

DISTRICT COMMITMENTS

We commit to being good stewards of our water supply and the environment.

We commit to responsible management of the District's capital, fiscal and personnel assets.

We commit to provide reliable and dependable water service at an affordable cost that is at or near the 50th percentile for the Sacramento region.

We commit to provide a water supply that meets or exceeds State and federal water quality standards.

We commit to provide customer service that is extraordinary to both our rate-payers and to our work team.

We commit to be a valuable resource for our customers in consistently providing friendly, respectful service.

We commit to provide information that is accurate, complete and relevant.

We commit to excel beyond our commitments when moments of opportunity arise.

We commit to conduct our affairs with the highest ethical standards.

We commit to develop and implement reasonable policies and procedures that foster integrity and trust.

We commit to have a friendly, courteous and professional person readily available to telephone customers during business hours.

DISTRICT COMMITMENTS (continued)

We commit to have a well-trained staff that supports one another in opportunities for personal and professional growth.

We commit to provide the equipment, technology and training necessary to assure that our customers received the best value in water service.

We commit to work together for each other and for our customers.

We commit to provide employee compensation and benefits at or near the 75th percentile for the Sacramento region.

We commit to an empowered staff that is accountable, team-oriented and supportive of each member's performance.

We commit to create a positive and safe work environment that recognizes and rewards superior performance.

We commit to hire progressive employees that will fulfill the mission of the District.

We commit to support economic growth by ensuring water service ample to meet new customer demand.

We commit to collaborate with other agencies in support of regional endeavors of mutual interest and benefit.

We commit to efficiently and effectively accomplish the day's business while preparing for the future.

We commit to choosing a great attitude.

ATTACHMENT B
PARKING LOT – OBJECTIVES FOR CONSIDERATION AFTER 2017

1. LAFCO annexations:
 - a. Reevaluate approach
 - b. Prioritize
 - c. Develop proposed strategy

2. Assess use of surplus well sites

3. Redo the rate model for 2018

Citrus Heights Water District
2017-2020 STRATEGIC PLAN SESSION SUMMARY

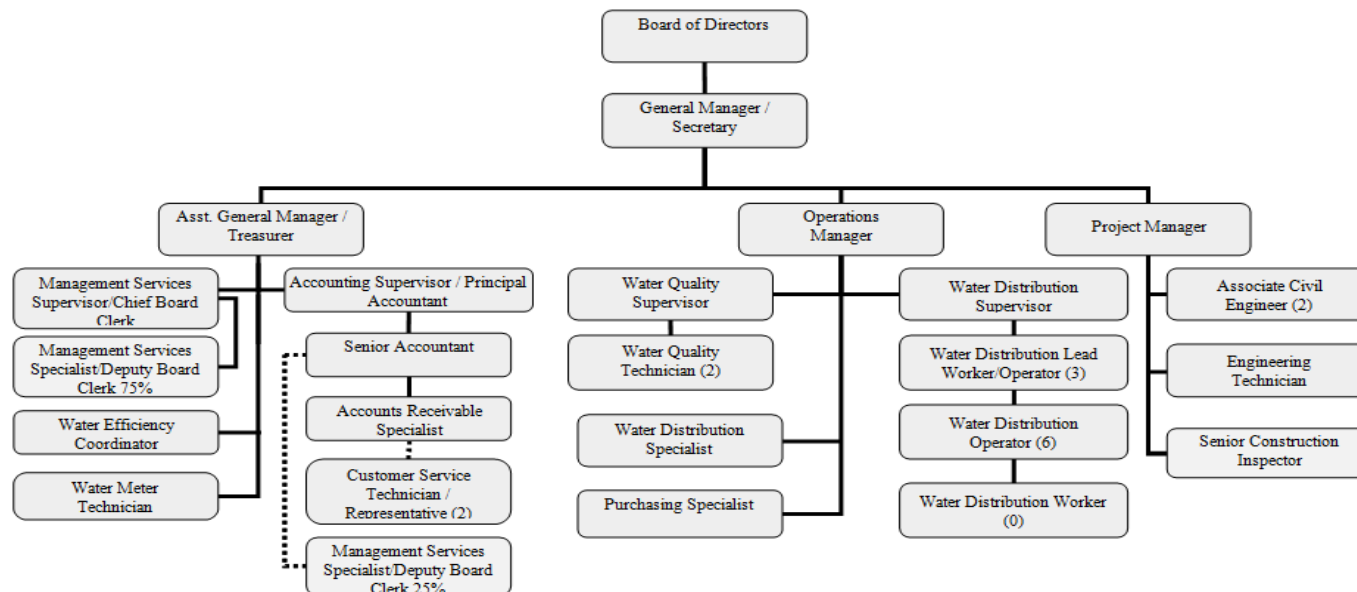
Sunday, June 26, 2016

ATTACHMENT C
ORGANIZATION CHART



CITRUS HEIGHTS WATER DISTRICT
Organization Chart
 DATE ADOPTED : JULY 24, 1995
 DATE AMENDED : JANUARY 12, 2016
 AMENDMENTS : (1) NOVEMBER 7, 1995; (2) JANUARY 10, 1997; (3) JANUARY 1, 1998; (4) OCTOBER 6, 1998; (5) MARCH 16, 1999;
 (6) APRIL 6, 2001; (7) OCTOBER 7, 2003; (8) MAY 10, 2005; (9) NOVEMBER 14, 2006; (10) DECEMBER 11, 2007;
 (11) NOVEMBER 12, 2008; (12) MAY 10, 2011; (13) JULY 12, 2011; (14) APRIL 10, 2012; (15) JANUARY 9, 2014;
 (16) AUGUST 12, 2014; (17) JANUARY 12, 2016

Attachment 1030.A1



Total Authorized Positions: 32 employees

CITRUS HEIGHTS WATER DISTRICT
2016 REVENUE ANALYSIS

Mo-Yr	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Budgeted		% Collected	
							Acutal Revenue	Revenue		
Metered Service Charges	99,738	346,471	750,526	530,498	648,666	801,158	3,177,057	7,609,121	4,432,064	41.8%
Metered Water Deliveries	35,969	118,197	180,494	144,723	229,594	387,965	1,096,943	4,581,136	3,484,193	23.9%
Penalties	17,458	12,003	15,564	13,906	11,522	11,970	82,422	150,000	67,578	54.9%
Interest	0	0	0	0	26	0	26	0	-26	0.0%
New Acct, Fire & Backflow										
Fees	8,550	12,603	9,758	13,813	7,909	18,395	71,029	95,866	24,837	74.1%
WS Install & S&R	8,360	4,598	6,501	0	11,800	22,769	54,028	26,626	-27,402	202.9%
Grant Funds		540,000	0	0	60,000	0	600,000	0	-600,000	0.0%
Misc*	6,052	1,416	15,603	2,318	52,164	71,025	148,579	120,510	-28,069	123.3%
Connection Fees	15,037	6,683	6,683	0	0	0	28,403	4,429	2,212	50.1%
Wheeling Water	2,217	0	0	0	0	0	2,217	0	0	0.0%
Reserves										
Total	193,380	1,041,971	985,129	705,258	1,021,682	1,313,282	5,260,703	12,587,688	7,326,985	41.8%

Outstanding Recievables

Aged Trial Balance			
	Current	31-90	91-150
Total ₁	741,800	252,060	10,168
		>150	Unapplied
		9,932	Current
			(96,573)

General Ledger Balance	Total
Outstanding A/R	950,511
Outstanding Liens	0
Outstanding Grants	61,211
Less Unapplied Payments	(97,184)
Total₁	\$ 914,538

* Includes Assessments, Inclusions, Back Charges, Capacity Fees and other Miscellaneous Revenue Sources

Assessor/Collector Roll Adjustment		
June-16		
	Dollar	Count
3-DAY DOOR HANG		
One Time Courtesy	\$ 44.00	2
New Owner	\$ 22.00	1
3-DAY DOOR HANG Total	\$ 66.00	3
DEFAULT		
One Time Courtesy	\$ 38.93	10
New Owner	\$ 4.54	2
Misapplied Payment	\$ 3.20	1
DEFAULT Total	\$ 46.67	13
DISCONNECT CHG		
Paid through unauthorized third party	\$ 100.00	1
DISCONNECT CHG Total	\$ 100.00	1
Grand Total	\$ 212.67	17

ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
June 30, 2016

Board Of Directors
Citrus Heights Water District

Pursuant to Policy No. 7315 the following charges have been cancelled.

LID	CID	Charge Type	Date	Reason For Cancellation	Amount
02876	0027331	3-DAY DOOR HANG	6/7/2016	New Owner	22.00
19905	0018699	3-DAY DOOR HANG	6/7/2016	One Time Courtesy	22.00
15681	0028658	3-DAY DOOR HANG	6/20/2016	One Time Courtesy	22.00
10863	0032368	DEFAULT	6/6/2016	One Time Courtesy	3.55
05539	0027869	DEFAULT	6/7/2016	One Time Courtesy	4.51
09337	0008338	DEFAULT	6/7/2016	One Time Courtesy	4.20
19905	0018699	DEFAULT	6/7/2016	One Time Courtesy	4.59
01123	0025109	DEFAULT	6/9/2016	New Owner	3.20
04014	0031291	DEFAULT	6/9/2016	One Time Courtesy	4.82
11508	0010186	DEFAULT	6/13/2016	One Time Courtesy	4.25
01776	0001593	DEFAULT	6/13/2016	One Time Courtesy	3.33
03074	0033695	DEFAULT	6/14/2016	New Owner	1.34
13053	0027626	DEFAULT	6/14/2016	One Time Courtesy	3.59
18861	0006315	DEFAULT	6/20/2016	Misapplied Payment	3.20
18036	0033854	DEFAULT	6/23/2016	One Time Courtesy	2.76
17703	0032863	DEFAULT	6/23/2016	One Time Courtesy	3.33
16427	0014456	DISCONNECT CHG	6/28/2016	Paid through unauthorized third party	100.00
					<u>\$ 212.67</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
Month of June 2016**

Bank of the West		
Balance Per Bank April 2016		\$1,986,008
RECEIPTS:	1,095,886	
DISBURSEMENTS:		
Checks Issued / ACH Payments	258,789	
Payroll	294,826	
Returned Checks	629	
	554,243	541,643
Bank of the West		
Balance per Bank April 30, 2016		2,527,650
Add :Outstanding Checks		(64,369)
Less: Deposit in Transit		14,509
Balance Per Books April 30, 2016		\$2,477,790

RECONCILEMENT:	
Bank of the West	\$2,477,790
Local Agency Investment Fund	6,046,968
COP Reserve Account	533,354
Money Mkt Activity Account	530,453
TOTAL BALANCE	\$9,588,565

CASH & INVESTMENT SUMMARY:	
Bank of the West (General Account)	\$2,477,790
Local Agency Investment Fund	6,046,968
COP 2010 Reserve Account	533,354
Money Mkt Activity Account	530,453
Total	\$9,588,565

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.32%	4,928.02	1/14/2016

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.



HILARY M. STRAUS, Treasurer



ROBERT CHURCHILL, Secretary

TREASURER'S REPORT OF FUND BALANCES
June 30, 2016

	Beginning Balance 1/1/2016	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	05/31/2016 Ending Balance	2016 Target Balance per Policy
Connection Fund	\$ -					\$ -	N/A
Operating Fund	\$ 3,611,289					\$ 3,611,289	\$1,918,930
Operating Reserve	\$ 1,912,263					\$ 1,912,263	N/A
Rate Stabilization Fund	\$ 634,000					\$ 634,000	\$1,000,000
Depreciation Reserve	\$ 808,169					\$ 808,169	\$949,000
Capital Improvement Reserve	\$ 845,857					\$ 845,857	\$2,370,756
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Fleet Equipment Reserve	\$ 291,569					\$ 291,569	\$296,708
Employment-Related Benefits Reserve	\$ 396,310					\$ 396,310	\$864,229
	<u>\$ 9,036,420</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,036,420</u>	

CITRUS HEIGHTS WATER DISTRICT
2016 OPERATING EXPENDITURE VS BUDGET
June 30, 2016

Account	Description	2016 MTD Expense	2016 YTD Expense	2016 Budget	Variance \$	Variance %
Water Demand Management						
	WATER DEMAND MANAGEMENT - POSTAGE	-	-	14,000	14,000	0.0%
	WATER DEMAND MANAGEMENT - PRINTING	125	2,678	25,000	22,322	10.7%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	3,347	8,585	11,500	2,915	74.7%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	13,609	99,348	221,000	121,652	45.0%
	WATER DEMAND MANAGEMENT - OTHER	-	3,774	8,000	4,226	47.2%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	825	7,125	3,000	(4,125)	237.5%
		17,905	121,510	282,500	160,990	43.0%
Operations						
	PURCHASED WATER	-	895,890	2,387,701	1,491,811	37.5%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000	0.0%
	POWER TO WELLS	10,814	59,699	244,904	185,205	24.4%
	WELLS - REPAIR / MAINTENANCE	298	3,332	22,000	18,668	15.1%
	WATER QUALITY ANALYSIS	2,648	10,826	41,000	30,174	26.4%
	FIELD MISCELLANEOUS - DUMP FEES	-	1,010	1,000	(10)	0.0%
	FIELD MISCELLANEOUS - OTHER	-	16	1,000	984	1.6%
	SMALL TOOLS - FIELD	2,248	15,259	23,400	8,141	65.2%
	SUPPLIES - FIELD	1,744	11,882	19,000	7,118	62.5%
	MATERIALS	7,798	132,681	6,000	(126,681)	2211.4%
	MATERIALS (Allocation to CIP)	(22,009)	(93,343)	-	-	0.0%
	ROADBASE	-	10,926	20,000	9,074	54.6%
	MAINTENANCE AGREEMENTS - EQUIPMENT	552	3,959	6,700	2,741	59.1%
	MAINTENANCE AGREEMENTS - SOFTWARE	4,114	118,685	1,343,322	1,224,637	8.8%
	REPAIR - FLEET EQUIPMENT	4,869	24,373	40,000	15,627	60.9%
	REPAIR - TOOLS AND EQUIPMENT	85	10,000	12,000	2,000	83.3%
	GAS AND OIL	3,093	15,358	51,000	35,642	30.1%
	EQUIPMENT RENTAL - FIELD	114	3,405	3,000	(405)	113.5%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	467	4,714	14,366	9,652	32.8%
	EQUIPMENT (Allocation to CIP)	(15,052)	(93,343)	-	-	0.0%
	PERMIT FEE - AIR QUALITY / HAZ MAT	-	2,374	5,700	3,327	41.6%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	-	6,618	14,000	7,382	47.3%
	PERMIT FEE - ENCROACHMENT PERMITS	200	4,208	44,000	39,792	9.6%
		1,983	1,148,529	4,305,093	2,969,878	26.7%
Professional & Contract Services						
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	-	275	20,000	19,725	1.4%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	-	54,174	50,000	(4,174)	108.3%
	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	-	52,277	130,000	77,723	0.0%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	8,917	55,307	108,960	53,653	50.8%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	2,542	17,053	27,600	10,547	61.8%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	-	1,480	5,000	3,520	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	4,846	65,104	133,460	68,356	48.8%
	CONTRACT SERVICES - CONCRETE	-	-	8,000	8,000	0.0%
	CONTRACT SERVICES - MISC FIELD / O&M	790	14,050	30,000	15,950	46.8%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	162	1,261	2,000	739	63.1%
	CONTRACT SERVICES - PAVING	-	1,791	9,000	7,209	19.9%
		17,257	262,772	524,020	261,248	50.1%
Administration & General Services						
	JANITORIAL	637	4,602	11,100	6,498	41.5%
	BANK FEES	5,367	36,081	71,000	34,919	50.8%
	OFFICE EXPENSE	914	7,931	15,000	7,069	52.9%
	SMALL OFFICE EQUIPMENT	535	5,086	2,000	(3,086)	254.3%
	DUES & SUBSCRIPTIONS	321	58,281	112,210	53,929	51.9%
	POSTAGE	9,583	59,404	103,000	43,596	57.7%
	PRINTING	46	657	7,700	7,043	8.5%
	TELEPHONE - WIRELESS	1,297	7,142	16,800	9,658	42.5%
	TELEPHONE - LOCAL / LONG DISTANCE	1,780	13,006	12,500	(506)	104.0%
	TELEPHONE - ANSWERING SERVICE	212	863	2,400	1,537	36.0%
	UTILITIES	1,159	10,980	19,700	8,720	55.7%

CITRUS HEIGHTS WATER DISTRICT
2016 OPERATING EXPENDITURE VS BUDGET
June 30, 2016

Account	Description	2016 MTD Expense	2016 YTD Expense	2016 Budget	Variance \$	Variance %
	LEGAL & AUDIT	1,892	33,055	78,900	45,845	41.9%
	CONTINUED EDUCATION	1,497	19,177	45,780	26,603	41.9%
	PUBLICATION NOTICES	136	332	1,500	1,168	22.1%
	OFFICE MISC - DISTRICT EVENTS	1,188	2,393	5,110	2,717	46.8%
	OFFICE MISC - MEETING ACCOMODATIONS	639	1,106	2,000	894	55.3%
	OFFICE MISC - OTHER	120	1,248	2,200	952	56.7%
	OFFICE MISC - MILESTONE EVENTS	-	-	5,100	5,100	0.0%
	BAD DEBT EXPENSE	52	245	5,000	4,755	4.9%
	COMPUTER SOFTWARE	150	400	3,700	3,300	10.8%
		27,526	261,991	522,700	260,709	50.1%
Administration Other						
	ELECTION EXPENSE	-	-	29,000	29,000	0.0%
	DIRECTORS MEETING COMPENSATION	1,450	6,815	20,300	13,485	33.6%
	RETIREE HEALTH CARE BENEFIT	3,201	17,756	43,547	25,791	40.8%
		4,651	24,571	92,847	68,276	26.5%
Salary & Benefits						
	SALARY - GENERAL MANAGER	21,031	91,099	162,016	70,917	56.2%
	SALARY - MANAGER (3 authorized positions)	16,528	129,844	219,132	89,288	59.3%
	SALARY - OFFICE (6 authorized positions)	44,214	118,309	374,100	255,791	31.6%
	SALARY -WATER DEMAND MANAGEMENT (2 authorized positions)	18,629	74,969	156,088	81,119	48.0%
	SALARY - FIELD / O&M (15 authorized positions)	123,480	529,080	1,118,893	589,813	47.3%
	STANDBY DUTY	2,070	8,880	17,940	9,060	49.5%
	SALARY - PROJECT MNGMT & ENGINEERING	(20,096)	83,614	315,145	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	753	6,454	5,100	(1,354)	126.5%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	2,990	30,227	43,200	12,973	70.0%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	30,143	188,334	375,272	186,938	50.2%
	EMPLOYEE BENEFIT - PERS RETIREMENT	26,397	293,952	422,544	128,592	69.6%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	17,395	72,535	153,444	80,909	47.3%
	EMPLOYEE BENEFIT - MEDICARE	4,068	16,964	35,886	18,922	47.3%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	292	6,036	7,875	1,839	76.6%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	3,462	16,564	26,000	9,436	63.7%
	EMPLOYEE SALARY & BENEFITS - (Allocation to CIP)	(24,067)	(275,249)	(339,867)	(64,618)	81.0%
		267,290	1,391,613	3,092,768	1,469,624	45.0%
Insurance						
	INSURANCE - LIABILITY & COMPREHENSIVE	-	78,001	75,300	(2,701)	103.6%
	INSURANCE - DISABILITY & LIFE	1,972	17,373	28,300	10,927	61.4%
	INSURANCE - WORKER'S COMPENSATION	-	-	54,319	54,319	0.0%
		1,972	95,373	157,919	62,546	60.4%
Reserves & Debt Services						
	RATE STABLIZATION RESERVE	-	-	-	-	0.0%
	DEPRECIATION RESERVE	-	-	1,001,744	1,001,744	0.0%
	CAPITAL IMPROVEMENT RESERVE	-	-	1,000,000	1,000,000	0.0%
	EMPLOYMENT-RELATED BENEFITS RESERVE	-	-	-	-	0.0%
	DEBT SERVICE - COP SERIES 2010	-	50,503	571,200	520,697	8.8%
	DEBT SERVICE - COP SERIES 2012	-	122,436	169,063	46,627	72.4%
		-	172,938.68	2,742,007.00	2,569,068.32	6.3%
		338,584	\$ 3,479,297	\$ 11,719,854	\$ 7,822,341	29.69%

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of June 2016

Project No.	Description	Budget		Remaining Commitments		Amounts Paid		Remaining Projections	
		Adopted Budget 2016	Expenditures to 12/2015	Current Unpaid Committed	Total Remaining Committed	Month to Date	Year to Date		Project to date
2015-31	Baird Way 12" Water Main Replacement Project	504,283	5,698	-	498,586	796	8,117	13,814	476,781
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project								
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	396,672	-	-	396,672	-	-	-	372,053
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project		162,183	(162,183)	-	-	4,199	166,381	-
2015-35	Sunrise Blvd Streetscape Phase III		4,161	(4,161)	-	-	89	4,250	-
2015-36	Sylvan Road Street Improvements				324,446	-	-	-	-
2016-31	Wind Way 8-Inch and Longwood Way 6-Inch Water Main Replacements	324,446	-	-	158,252	-	-	-	323,446
2016-34	Auburn Blvd - Rusch Park to Placer County Line	1,383,653	172,041	728,914	-	796	12,404	184,445	1,172,280
Distribution Mains - Replacement									
2016-14	Fire Hydrants - Replacements / Upgrades / Infill / New	147,092	147,092	-	147,092	-	13,340	13,340	-
Fire Hydrants - Replacements/Upgrades/New									
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	-	-	109,500	1,797	10,432	10,432	-
2016-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	32,200	3,356	-	32,200	6,868	6,868	10,224	75,000
2015-04	Annual Technology Hardware and Software Improvements/Replacements	750,000	300,000	-	746,644	-	-	42,419	450,000
2016-04	Annual Technology Hardware and Software Improvements/Replacements	38,934	38,934	-	38,934	-	-	13,467	13,467
2016-10	Water Main Pipeline Replacements	28,465	28,465	-	28,465	5,627	75,493	329,060	-
2016-11	Water Valve Replacements	91,281	-	-	91,281	59,949	329,060	329,060	-
2016-12	Water Service Replacements	757,685	-	-	757,685	-	-	-	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	27,111	4,064	(4,064)	-	454	2,690	6,754	-
2015-39	Cal Am Inter Connection	99,057	-	-	99,057	-	-	-	-
2016-40	Other City Partnership Opportunities	99,057	-	-	99,057	-	-	-	149,284
2016-41	Other Miscellaneous Infrastructure Projects	99,057	-	-	99,057	-	-	-	-
Miscellaneous Projects									
2012-13	Administration Building Expansion / Renovation Project	100,000	1,205,171	-	2,025,870	74,695	480,428	487,849	674,284
2016-25	Other Miscellaneous Infrastructure Projects - Admin Building Extension	-	1,205,171	-	-	56,053	71,745	71,745	-
Miscellaneous Projects - Facilities									
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	483,671	312,473	-	171,198	90	101,255	413,728	-
2014-36	Center	348,800	177,630	-	171,170	-	67,773	245,402	-
2015-30	Poplar Avenue 14" Transmission Main Installation	112,335	4,756	-	107,579	3,590	12,275	17,031	-
Transmission Mains - New									
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	944,806	524,088	-	494,858	3,680	181,303	676,161	-
2016-30	Mariposa Avenue 12-inch Mains	533,706	414,356	-	-	6,720	47,934	58,147	-
2016-33	Limerick Way 8-inch Main Replacements	239,415	10,214	-	523,493	1,500	-	-	-
Transmission Mains - New and Distribution Mains - Replacement									
2016-13	Water Meter Replacements	773,121	424,570	-	523,493	8,220	63,702	488,272	-
Water Meters									
2011-01	Fair Way 12" x 8" Interconnection w/ RV	53,158	53,158	-	53,158	4,606	24,700	24,700	-
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	28,105	-	-	28,105	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	25,480	-	-	25,480	-	-	-	-
2013-21	Skycrest Skycrest Construction	19,980	-	-	19,980	-	-	-	-
2016-20	Groundwater Well Improvements	2,081,569	2,145,695	-	-	8,163	245,250	2,390,945	-
2015-37	C-Bar-C Pressure Control Station	48,900	-	-	48,900	-	206	206	-
Water Meters - Emergency Interfite Water Meters									
		2,404,034	322,465	-	322,465	8,163	245,456	2,391,151	-
Grand Total		7,739,154	3,436,801	4,449,756	4,250,939	156,213	1,097,864	5,547,620	1,846,564

JUNE 2016 WARRANTS

Check#	Vendor	Description	Amount
61669	Mondo Family Trust	Customer Refund	\$35.95
61670	Jo Ann/Roland H Sinclair Trust	Customer Refund	\$15.36
61671	AREA Restroom Solutions	Equipment Rental- Field	\$114.34
61672	Burketts	Office Expense	\$145.98
61673	Caltronics Business System	Small Office Equipment	\$204.12
61674	Robin Cope	Health Insurance	\$402.00
61675	Coverall North America Inc	Janitorial	\$450.00
61676	Cybex	Equipment Rental-Office	\$139.45
61677	Sac-Val Janitorial Supply	Supplies-Field	\$240.11
61678	Sonitrol	Equipment Rental-Office	\$162.27
61679	J Crowley Group Inc	Water Conservation-Other	\$16,560.00
61680	GM Construction & Developers	Contract Services-Miscellaneous	\$9,915.50
61681	Ernest L Leporini	Contract Services-Engineering	\$11,040.00
61682	SMUD	Utilities	\$13,128.05
61683	US Bank I.M.P.A.C. Government Services	See May Agenda Item CC:8	\$10,312.92
61684	Patrick G O'Brien	Customer Refund	\$166.76
61685	Estate of Jeannette L. Cervan	Customer Refund	\$12.54
61686	Richard A Comer	Customer Refund	\$173.36
61687	Paula Magouirk	Customer Refund	\$217.74
61688	Gueidi Beltran	Customer Refund	\$154.68
61689	Sergey Y Psarev	Customer Refund	\$25.19
61690	Stephanie A Ewell	Customer Refund	\$88.93
61691	THR California LLC	Customer Refund	\$6.40
61692	Julie A Green	Customer Refund	\$76.21
61693	TN Realestate LLC	Customer Refund	\$62.31
61694	LK Home Investments LLC	Customer Refund	\$12.06
61695	ABA DABA Rentals & Sales	Supplies-Field	\$429.75
61696	Acoustical Engineers of California	Supplies-Field	\$156.00
61697	Alexander's Contract Services	Contract Services-Meter Reading	\$4,124.24
61698	BSK Associates	Water Analysis	\$276.00
61699	CirclePoint	Contract Services-Water Conservation	\$2,857.80
61700	Gaynor Telesystems Incorporated	Fixed Assets	\$208.00
61701	J4 Systems	Contract Services-Other	\$3,625.00
61702	KBA Docusys Inc	Equipment Rental-Office	\$343.43
61703	Moonlight BPO	Contract Services- Bill Print	\$2,889.71
61704	Office Depot	Office Expense	\$29.56
61705	Pace Supply Corp	Material	\$568.36
61706	Pirtek Power Inn	Repair-Trucks	\$197.03
61707	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
61708	Republic Services #922	Utilities	\$195.81
61709	Les Schwab Tires	Repair-Trucks	\$189.77
61710	Susan Sohal	Continued Education	\$616.94
61711	Sylvan Supply	Repair-Trucks	\$355.68
61712	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,632.80
61713	Tree Pros, Inc	Contract Services-Miscellaneous	\$1,440.00
61714	Twin Home Services	Janitorial	\$95.00
61715	Susan Sohal	Continued Education	\$616.94
61716	David Alan/Irene L Fehrenbacher	Customer Refund	\$8.86
61717	Wilson Trust	Customer Refund	\$47.30
61718	San Juan HOA	Customer Refund	\$1,051.21
61719	Terry Lawhead	Customer Refund	\$64.26
61720	Bryan D Venaas	Customer Refund	\$117.52
61721	Alex B/Kristen L Ruiz	Customer Refund	\$47.45

Check#	Vendor	Description	Amount
61722	Lyudmila Manzhura	Customer Refund	\$30.08
61723	Trevor/Amanda T Arnold	Customer Refund	\$13.41
61724	Derrick Kelly & Nhung Kelly Living Trust	Customer Refund	\$26.67
61725	Brittany J Campi	Customer Refund	\$90.42
61726	Latha Reghunathan	Customer Refund	\$135.00
61727	Christopher Jensen	Customer Refund	\$13.46
61728	Jeremy Scheppler	Customer Refund	\$248.36
61729	Floyd Grimm	Customer Refund	\$158.33
61730	AnswerNet	Telephone-Answering Service	\$212.40
61731	Bart/Riebes Auto Parts	Repair-Trucks	\$66.34
61732	Bryce Consulting, Inc	Legal & Audit	\$2,440.00
61733	BSK Associates	Water Analysis	\$1,192.00
61734	Corelogic Information Solutions Inc	Dues & Subscriptions	\$201.33
61735	Golden State Flow Measurement, Inc	Material	\$729.00
61736	Ferguson Enterprises Inc #1423	Material	\$423.36
61737	Hach Company	Wells Maintenance	\$78.48
61738	J4 Systems	Contract Services-Other	\$875.00
61739	KASL Consulting Engineers	Contract Services-Engineering	\$4,894.00
61740	KBA DOCUSYS	Maintenance Agreement-Equipment	\$6.50
61741	Maze & Associates	Legal & Audit	\$1,892.00
61742	Moonlight BPO	Contract Services Bill Print	\$2,532.40
61743	Occu-Med	Office Miscellaneous	\$265.00
61744	One Print Source & Graphics	Printing	\$46.44
61745	Les Schwab Tires	Repair-Trucks	\$268.83
61746	SureWest Directories	Telephone-Local/Long Distance	\$49.00
61747	SWRCB	Dues & Subscriptions	\$5,599.80
61748	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,825.85
61749	Fredie Shykowski	Customer Refund	\$84.94
61750	Jeff/Jill Beck	Customer Refund	\$128.38
61751	APTOS VILLAGE PLAZA LLC	Customer Refund	\$17.74
61752	David L/Paula A Shelly	Customer Refund	\$179.77
61753	Patrick B/Jacqueline L Tearney	Customer Refund	\$165.93
61754	Roderick C Tan	Customer Refund	\$70.87
61755	Rodney T Fogle	Customer Refund	\$161.55
61756	Lindsay Lamantain	Customer Refund	\$169.31
61757	Marion Scott/Kathryn Helen Blum	Customer Refund	\$73.62
61758	Ray/Morgan Morales	Customer Refund	\$68.79
61759	B K & T R Del Biaggio Trust	Customer Refund	\$290.97
61760	Dominick A/Salvatore V Ricca	Customer Refund	\$24.95
61761	David Putnam	Customer Refund	\$67.16
61762	John H/Kathleen L Hegemann	Customer Refund	\$80.30
61763	ABA DABA Rentals & Sales	Supplies-Field	\$212.89
61764	Afman Supply	Small Tools	\$890.57
61765	Alexander's Contract Services	Contract Services-Meter Reading	\$4,512.71
61766	All American Publishing	Water Conservation-Other	\$374.00
61767	AREA Restroom Solutions	Equipment Rental- Field	\$114.34
61768	Associated Sound	Contract Services-Other	\$742.83
61769	Axcient Inc	Maintenance Agreement-Software	\$4,038.70
61770	BSK Associates	Water Analysis	\$964.00
61771	City of Citrus Heights	Permit Fees	\$200.00
61772	Consolidated	Telephone-Local/Long Distance	\$1,731.37
61773	Corporate Design Group Inc	Contract Services-Other	\$2,332.08
61774	Ferguson Enterprises Inc #1423	Material	\$1,536.52
61775	Tim Hewlett	Contract Services-Other	\$2,000.00
61776	J4 Systems	Contract Services-Other	\$535.00
61777	Kaiser Foundation Health Plan, Inc	Health Insurance	\$14,287.76
61778	Red Wing Shoe Store	Small Tools	\$230.00

Check#	Vendor	Description	Amount
61779	River City Fire Equipment	Repair-Equipment/Hardware	\$45.50
61780	Sophos Solutions	Contract Services-Other	\$2,160.00
61781	State Water Resources Control Board	Dues & Subscriptions	\$60.00
61782	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,806.42
61783	Titan Workforce LLC	Contract Services-Temporary Labor	\$333.50
61784	We-Do Equipment Repair & Supply Inc	Repair-Equipment/Hardware	\$1,034.02
61785	J Crowley Group Inc	Water Conservation-Other	\$6,300.00
61786	City of Citrus Heights	Permit Fees	\$1,500.00
61787	Stanislaw or Maria Cholda	Toilet Rebate Program	\$75.00
61788	Nancy Codianne	Toilet Rebate Program	\$75.00
61789	Donald R or Leiko Hall	Toilet Rebate Program	\$150.00
61790	Arron R or Juanita M Lindgren	Toilet Rebate Program	\$75.00
61791	Eugene R or Patricia McLane	Toilet Rebate Program	\$75.00
61792	Priscilla V Raines	Toilet Rebate Program	\$150.00
61793	Mark Tanzi	Toilet Rebate Program	\$75.00
61794	Jose or Mary Lou Tarango	Toilet Rebate Program	\$75.00
61795	Herbert F Alber	Toilet Rebate Program	\$75.00
61796	James D/Jerrie A Rezendes	Customer Refund	\$15.27
61797	Salvadore T Jr/Constance J J Ricca	Customer Refund	\$79.80
61798	Christine Boortz	Customer Refund	\$5.50
61799	Leslie D/Nancy A Smith	Customer Refund	\$800.00
61800	Conco West Inc.	Customer Refund	\$1,661.39
61801	Luigi Caprio Realty Inc	Customer Refund	\$186.68
61802	Kristina Borchin	Customer Refund	\$568.77
61803	Scott A McConnell	Customer Refund	\$132.15
61804	Craig/Cindy L Wheeler	Customer Refund	\$101.74
61805	Kristin G Webb	Customer Refund	\$170.06
61806	Pollard & Wheeler Properties LLC	Customer Refund	\$27.12
61807	Bennett Engineering Services, Inc	Contract Services-Engineering	\$3,161.50
61808	Caltronics Business System	Small Office Equipment	\$559.44
61809	Robert A Churchill	Continued Education	\$60.00
61810	Corix Water Products, Inc	Material	\$476.30
61811	Sacramento County Utilities	Utilities	\$173.38
61812	Dawson Oil Company	Gas & Oil	\$1,340.42
61813	Paul Dietrich	Continued Education	\$60.00
61814	Ditch Witch	Fixed Assets	\$397.41
61815	Future Ford	Repair-Trucks	\$437.60
61816	David Gordon	Continued Education	\$60.00
61817	Griffin Electric, Inc.	Wells Maintenance	\$162.00
61818	Indoor Environmental Services	Maintenance Agreement-Equipment	\$130.00
61819	Integrity Administrators Inc	Health Insurance	\$300.30
61820	J4 Systems	Contract Services-Other	\$1,150.00
61821	Kei Window Cleaning #12	Janitorial	\$92.00
61822	Rex Meurer	Water Conservation-Material/Supplies	\$79.71
61823	Moonlight BPO	Contract Services-Bill Print	\$5,171.33
61824	Office Depot	Office Expense	\$288.84
61825	Pace Supply Corp	Material	\$3,036.27
61826	Pirtek Power Inn	Repair-Trucks	\$149.32
61827	Proud AV Inc	Contract Services-Other	\$6,762.56
61828	The Sacramento Gazette	Publication Notices	\$135.70
61829	SAWWA	Dues & Subscriptions	\$90.00
61830	SHI International Corp	Maintenance Agreement-Software	\$490.72
61831	SMUD	Utilities	\$1,354.30
61832	Hilary Straus	Continued Education	\$60.00
61833	Sylvan Supply	Repair-Trucks	\$1,841.99
61834	A. Teichert & Son, Inc.	Road Base	\$3,842.91
61835	Titan Workforce LLC	Contract Services-Temporary Labor	\$876.15

Check#	Vendor	Description	Amount
61836	Verizon Wireless	Telephone-Wireless	\$1,056.68
61837	Voyager Fleet Systems Inc	Gas & Oil	\$1,752.60
61838	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$250.00
61839	Alexander's Contract Services	Contract Services-Meter Reading	\$4,411.28
TOTAL			<u>\$208,810.79</u>
ACH	VANCO	Contract Services-Other	\$72.90
ACH	PERS GASB68 6/23/16	Pers	\$1,950.00
ACH	WHA JULY 2016	Health Insurance	\$18,009.24
ACH	MAY 2016 SERVICE FEE	Bank Fee	\$1,921.05
ACH	MAY2016WEB	Bank Fee	\$2,861.54
ACH	PAYCHEX MAY 2016	Contract Services-Other	\$423.95
ACH	VALIC 6/16/16 PAYDAY	Deferred Compensation	\$1,970.00
ACH	VK 6/30/16 PAYDAY	Deferred Compensation	\$45.00
ACH	VK7077 6/16/16 PAYDAY	Deferred Compensation	\$45.00
ACH	VALIC 6/2/16 PAYROLL	Deferred Compensation	\$1,970.00
ACH	VALIC 6/30/16 PAYDAY	Deferred Compensation	\$2,720.00
ACH	MAY2016FD	Bank Fee	\$308.07
ACH	MAY2016PH	Bank Fee	\$276.14
ACH	PARYOLL 6/16/16	PERS	\$13,194.23
ACH	PARYOLL 6/2/16	PERS	\$13,194.23
ACH	VK7077 6/2/16 PAYDAY	Deferred Compensation	\$45.00
TOTAL			<u>\$59,006.35</u>
GRAND TOTAL			<u><u>\$267,817.14</u></u>
July Checks Approved at July Board Meeting			
61845	US Bank I.M.P.A.C. Government Services	See Agenda Item CC:8	\$8,122.13
61843	NV5 / Nolte Associates, Inc.	Contract Services-Engineering	\$8,162.70
61844	SMUD	Utilities	\$9,436.72
61841	Blackbird Associates	Contract Services-Engineering	\$9,738.13
61842	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$60,227.61
TOTAL			<u>\$95,687.29</u>

US BANK - CAL Card Distributions

1429243-CALCARDSTUMENL (Rev) Distribution for monthly payment 1/8

TOTAL BILL

MEMO	1/08/16		1/08/16		1/08/16		1/08/16		1/08/16		1/08/16		1/08/16		1/08/16		1/08/16		1/08/16		1/08/16		1/08/16	
	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR	CONTR
Chubb	1	493.52																						
Chubb	1	28.18																						
Chubb	1	172.49																						
Chubb	1	2,292.00																						
Chubb	1	20.86																						
Chubb	1	347.36																						
Chubb	1	1,597.75																						
Chubb	1	201.47																						
Chubb	1	8,172.13																						
TOTAL		498.07																						
TOTAL		1,427.91																						
TOTAL		498.07																						

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Citrus Heights Water District
 2016 Officer Training Courses/Seminars/Conferences
 as of 7/15/2016

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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Tax/phone
03/21/16	3	Spring Conference	AWWA CAVN	Sacramento	Hilary Straus	445.00	445.00					
03/21/16	3	Spring Conference	AWWA CAVN	Sacramento	Robert Churchill	445.00	445.00					
03/21/16	3	Spring Conference	AWWA CAVN	Sacramento	David Gordon	445.00	445.00					
05/01/16	2	Spring Conference	ACWA	Monterey	Robert Churchill	1,491.00	695.00	796.00				
05/01/16	2	Spring Conference	ACWA	Monterey	Hilary Straus	1,491.00	695.00	796.00				
05/11/16	3	General Manager Leadership Summit	CSDA	North Lake Tahoe	Hilary Straus	1,304.09	725.00	579.09				
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
					Grand Total	5,621.09						

Citrus Heights Water District
 2016 Director Training Courses/Seminars/Conferences

as of 7/15/2016
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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/phone
02/04/16	1	Water Workshop 101	AWWA CA/NV	West Sacramento	Ray Riehle	225.00	225.00					
05/02/16	2	ACWA Spring Conference	ACWA	Monterey	Al Dalins	1,650.87	695.00	675.41		246.10	34.36	
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
					Grand Total	1,875.87						

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS PROJECT
STATUS : Information Item – Consent Calendar
REPORT DATE : July 7, 2016
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive information on adding an office to the Administration Building.

BACKGROUND AND ANALYSIS:

Upon issuance of a building permit from the City of Citrus Heights on April 15, 2016, construction of the Administration Building office addition by Kaler-Dobler Construction began. Construction is now substantially complete with final inspections and approval on June 1, 2016 by the City of Citrus Heights and Sacramento Metro Fire District. Minor cosmetic corrections remain prior to final acceptance by the District. Subject to a final walk-through with the District, Contractor and Architect, it is now anticipated that Final Acceptance and a Notice of Completion will be brought forward to the Board of Directors on August 9, 2016.

Furniture delivery is expected in July with occupancy by the Senior Accountant in mid-August.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : Customer Accounts Deposits Policy Amendments
 STATUS : Action Item
 REPORT DATE : June 28, 2016
 PREPARED BY : Susan K Sohal, Accounting Supervisor
 Hilary M. Straus, Assistant General Manager

OBJECTIVE:

Consider adopting policy Amendments that will apply to the Accounts Receivable Policy 7120 - Customer Account Deposits.

BACKGROUND AND ANALYSIS:

As a result of the recession and accompanying foreclosure crisis beginning in 2008, many homes (and thus customer accounts) have ended up in the possession of banks/lending institutions and/or third party representatives of banks/lending institutions.

The District has found that many banks/lending institutions and/or their third party representatives have not closely or adequately managed their properties, leaving damaged meters (cut or unlocked) and/or bills for usage unpaid. It has been the practice of CHWD to, in a few cases, absorb those costs, but in most cases in the absence of any other cost recovery method, to place the resulting cost burden on the new property owner/customer to pay.

Therefore, to address the liability to the District and/or new owners, staff is proposing that Accounts Receivable Policy 7120 - Customer Account Deposits be updated. The policy amendments accompanying this staff report (with changes highlighted) provide for the District to collect a deposit on the account from third party owners and/or their representatives. The proposed amount of the deposit to collect, currently \$170, is specified in the current year's adopted Water Rates, Miscellaneous Charges and Fees, and is subject to change when the Fee schedule is updated and adopted by the Board (typically updated annually in conjunction with the budget adoption).

Based on a history of liabilities of this type, staff feels that the current deposit charge should cover most of the potential costs. It should be noted that the collection of a deposit does not preclude the District from billing a third party and/or a third party representative for the total cost of a liability in excess of the deposit.

RECOMMENDATION:

Amend Accounts Receivable Policy 7120 - Customer Account Deposits to enable the District to collect deposits on Third Parties and/or Third Party Representatives.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES

POLICY TYPE : ACCOUNTS RECEIVABLE
POLICY TITLE : CUSTOMER ACCOUNT DEPOSITS
POLICY NUMBER : 7120
DATE ADOPTED : MAY 8, 2007
DATE AMENDED : July 12, 2016
AMENDMENTS :

7120.00 CUSTOMER ACCOUNT DEPOSITS

The Customer Account Deposits Policy is to assess the credit risk associated with new or existing accounts in order to protect the assets of the District. It is the policy of the District to shift the financial burden of potential bad debt to those who pose a credit risk.

7120.10 Customer Deposit Criteria

Deposits, as defined in Section 7120.0220 of this policy, may be required for the selected location classes shown below or as determined by the Assessor/Collector or his or her designee.

<u>Location Class Codes</u>	<u>Descriptions</u>
MCTH	Condo/Townhome - Shared meter
MDPR	Duplex (Both sides) - Shared meter
MSFR	Single Family Residence - Multi homes on one service
SCTH	Condo/Townhome - Individually metered
SDPR	Duplex - Each side individually metered
SSFR	Single Family Residence
SSHP	Half-plex - Each side individually metered

- A. A deposit shall be required on all locations that are tenant occupied and are billed to the tenant per the Owner/Tenant Agreement on file. It will be the responsibility of the owner to pay the deposit. The deposit will be retained for the duration of that or any subsequent Owner/Tenant Agreement and not subject to refunds as set forth in Section 7120.0440.
- B. A deposit shall be required on all locations that are represented by a Third Party on behalf of institutions such as but not limited to: Banks, Collections Agencies, and lending institutions that are billed to the Third Party Representative per the Third Party agreement on file. It will be the responsibility of the Third Party

Representative to pay the deposit. The deposit will be retained for the duration of bank, lending institution or other party ownership/control of the property, or for the duration that any subsequent Third Party Agreement is in effect. The deposit collected is not subject to refunds as set forth in Section 7120.40.

- C. A deposit may be required for a new account whose owner has a delinquent balance on a previously established account.
- D. A deposit may be required on an existing account as a result of a qualifying event as determined by the Assessor/Collector or his or her designee. A qualifying event is defined as:
 - 1. Any customer, who has no deposit, and has had a payment rejected from their financial institution twice in any twelve (12) month period or;
 - 2. Any customer, who has no deposit, and has had their water service terminated for non-payment.

7120.20 Deposit Amounts

All deposits shall be charged in an amount set forth in the District's Water Rates and Miscellaneous Charges and Fees. This amount shall be sufficient to cover the anticipated losses.

Simple interest will be credited to customer deposit balances based on the annualized rate of return for the State of California Local Agency Investment Fund (LAIF). The interest rate shall be adjusted every three (3) months following the end of the calendar quarter.

7120.30 Deposit Payment Plan

The District may extend payment plans for deposits at the sole discretion of the Assessor/Collector or his or her designee.

7120.40 Deposit Duration

The customer may make a request for a refund of the deposit after one (1) year with no qualifying events and no penalties assessed. The deposit will be credited to their current account or by written request from the owner will be refunded to the customer within thirty (30) days upon approval by the Assessor/Collector or his or her designee.

7120.50 Deposit Procedures Upon Closing of Account

Upon closing of account, the deposit will be applied against any unpaid balance on that account. Any remaining balance will be returned to the customer within thirty (30) days. Upon written request from the owner, any remaining balance on the deposit may be

transferred to another account upon approval by the Assessor/Collector or his or her designee.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : CAPITAL NURSERY PLAZA EASEMENTS ACCEPTANCE
STATUS : Action Item – Consent Calendar
REPORT DATE : July 7, 2016
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolutions 16-2016, 17-2016 and 18-2016 accepting three (3) easements from Sunrise Madison Retail, LLC and Resolution 19-2016 accepting one (1) easement from Singlewood, LLC on portions of the Capital Nursery Plaza.

BACKGROUND AND ANALYSIS:

Site improvements to the Capital Nursery Plaza required the installation of new water distribution mains, water services and fire protection facilities to provide water service to the site. Easements for the water facilities was granted by Sunrise Madison Retail, LLC and Singlewood, LLC at no cost to the District.

See attached a total of four (4) Grant of Easements including Exhibit “A”, Legal Description and Exhibit “B”, Plat Map.

RECOMMENDATION:

Adopt Resolutions 16-2016, 17-2016 and 18-2016 accepting three (3) easements from Sunrise Madison Retail, LLC and Resolution 19-2016 accepting one (1) easement from Singlewood, LLC on portions of the Capital Nursery Plaza.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

RECORDED AT THE REQUEST OF
AND RETURN TO:

CITRUS HEIGHTS WATER DISTRICT
P.O. BOX 286
CITRUS HEIGHTS, CA 95611-0286

EXEMPT FROM TRANSFER TAX
(Revenue and Taxation Code Section 11922)

NO FEE FOR RECORDING
(Government Code Section 6103)

Space above for Recorder's use only

COUNTY APN: 233-0044-014
LOCATION: Parcel 1, Capital Nursery Plaza (7945 Madison Avenue)

GRANT OF EASEMENT
TO
CITRUS HEIGHTS WATER DISTRICT

SUNRISE MADISON RETAIL, LLC, a California limited liability company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code (the "District"), a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

SEE EXHIBITS "A" and "B" attached hereto and made a part hereof;


Use of this easement by the Grantor or by the Grantor's assignees or successors in interest, which is not compatible or interferes with the District's construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances, shall not be allowed. The District acknowledges and agrees that Grantor and Grantor's assignees or successors in interest shall, at all times, be allowed to utilize the easement as a roadway, parking area or outdoor open space, including any hardscaped or landscaped area, and shall be permitted to maintain these improvements in a manner compatible with such uses on the easement. Any other proposed use by the Grantor or by the Grantor's assignees or successors in interest shall be requested in writing and subject to written approval by the District prior to the proposed construction or use of the easement by the Grantor. The Grantor at the Grantor's sole expense shall remove in a timely manner any use not specified and acknowledged above or approved in writing by the District. Should the District find it necessary to remove any part or all of the acknowledged or approved improvements of Grantor or Grantor's assignees or successors in interest for the purpose of constructing or maintaining its water pipelines and appurtenances at any time,

pursuant to the District's rights granted herein, the District shall be liable for all costs of removal of any such roadways, parking areas or other improvements and shall be responsible for the repair and restoration of such areas to the condition such areas were in prior to District's removal of any such improvements.

In witness thereof, Grantors have hereunto subscribed their names this 23rd day of June, 2016.

Sunrise Madison Retail, LLC,
a California limited liability company

By: VPGP, Inc., a California corporation,
its manager

By: 
John Glikbarg, Vice President

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA §
 §
COUNTY OF SAN MATEO §

On June 23, 2016 before me, Dona Gomez, Notary Public, personally appeared John Glikbarg, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

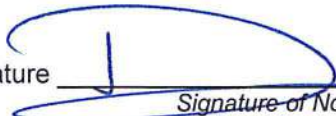
Signature  (Seal)
Signature of Notary Public



EXHIBIT A
WATER FACILITIES EASEMENT

ALL THAT REAL PROPERTY SITUATE IN THE CITY OF CITRUS HEIGHTS, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING PORTIONS OF PARCEL 1, AS SHOWN ON PARCEL MAP "PM 14-02", RECORDED IN BOOK 226 AT PAGE 2, SACRAMENTO COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL X

Beginning at the south east corner of said Parcel 1, said Point of Beginning also being on the northerly right-of-way line for Madison Avenue, a public road; thence from said Point of Beginning along the east line of said Parcel 1 North $01^{\circ}32'55''$ West 10.00 feet; thence leaving said east line South $88^{\circ}26'39''$ West 40.00 feet to the west line of said Parcel 1; thence along the west line of said Parcel 1 South $01^{\circ}32'55''$ East 10.00 feet to the northerly line of Madison Avenue; thence along said northerly line North $88^{\circ}26'39''$ East 40.00 feet to the Point of Beginning for this description.

Said Parcel X consists of 400 sq. ft., more or less.

PARCEL Y

Beginning at an angle point in said Parcel 1, said Point of Beginning being the westerly terminus of the course designated "South $66^{\circ}10'16''$ East 44.19 feet"; thence from said Point of Beginning along the last said course South $66^{\circ}10'16''$ East 11.64 feet; thence leaving the boundary line of said Parcel 1 the following three (3) courses and distances:

1. North $24^{\circ}18'12''$ East 21.24 feet;
2. North $1^{\circ}26'17''$ West 134.52 feet;
3. South $88^{\circ}33'43''$ West 88.74 feet to the west line of said Parcel 1:

Thence along the perimeter of said Parcel 1 the following three (3) courses and distances:

1. South $1^{\circ}32'55''$ East 9.21 feet;
2. North $88^{\circ}27'05''$ East 46.62 feet to the beginning of a tangent curve to the right having a radius of 32.00 feet;
3. Along said tangent curve to the right through a central angle of $35^{\circ}24'23''$ an arc length of 19.77 feet;

Thence leaving said perimeter of said Parcel 1 North $88^{\circ}33'43''$ East 8.55 feet; thence South $1^{\circ}26'17''$ East 9.00 feet to the boundary line of said Parcel 1; thence along the perimeter of said Parcel 1 the following three (3) courses and distances:

1. Along a curve concave to the south west having a radius of 32.00 feet, from which the center thereof bears South $56^{\circ}13'10''$ West, through a central angle of $32^{\circ}13'55''$ an arc length of 18.00 feet;
2. South $1^{\circ}32'55''$ East 64.18 to the beginning of a tangent curve to the right having a radius of 100.00 feet;

3. Along said tangent curve through a central angle of $25^{\circ}44'25''$ an arc length of 44.93 feet to the Point of Beginning for this description.

Said Parcel Y consists of 2,511 sq. ft., more or less.

PARCEL Z

Commencing at the northwest corner of said Parcel 1; thence from said Point of Commencement along the west line of said Parcel 1 South $1^{\circ}32'55''$ East 10.79 feet to the True Point of Beginning for this description; thence from said True Point of Beginning along the following six (6) courses and distances:

1. North $88^{\circ}33'43''$ East 269.53 feet;
2. North $47^{\circ}15'41''$ East 6.02 feet;
3. South $42^{\circ}44'19''$ East 34.00 feet;
4. South $47^{\circ}15'41''$ West 27.86 feet;
5. South $1^{\circ}32'55''$ East 217.15 feet;
6. North $88^{\circ}33'43''$ East 31.14 feet to the east line of said Parcel 1:

Thence along said east line of said Parcel 1 South $1^{\circ}32'55''$ East 15.00 feet; thence leaving said east line of said Parcel 1 the following eleven (11) courses and distances:

1. South $88^{\circ}33'43''$ West 85.51 feet;
2. North $1^{\circ}26'17''$ West 32.67 feet;
3. North $88^{\circ}33'43''$ East 15.00 feet;
4. South $1^{\circ}26'17''$ East 17.67 feet;
5. North $88^{\circ}33'43''$ East 24.34 feet;
6. North $1^{\circ}32'55''$ West 242.11 feet;
7. South $88^{\circ}33'43''$ West 245.78 feet;
8. South $1^{\circ}26'17''$ East 7.00 feet;
9. South $88^{\circ}33'43''$ West 10.00 feet;
10. North $1^{\circ}26'17''$ West 7.00 feet;
11. South $88^{\circ}33'43''$ West 4.71 feet to the west line of said Parcel 1:

Thence along said west line of said Parcel 1 North $1^{\circ}32'55''$ West 15.00 feet to the Point of Beginning for this description.

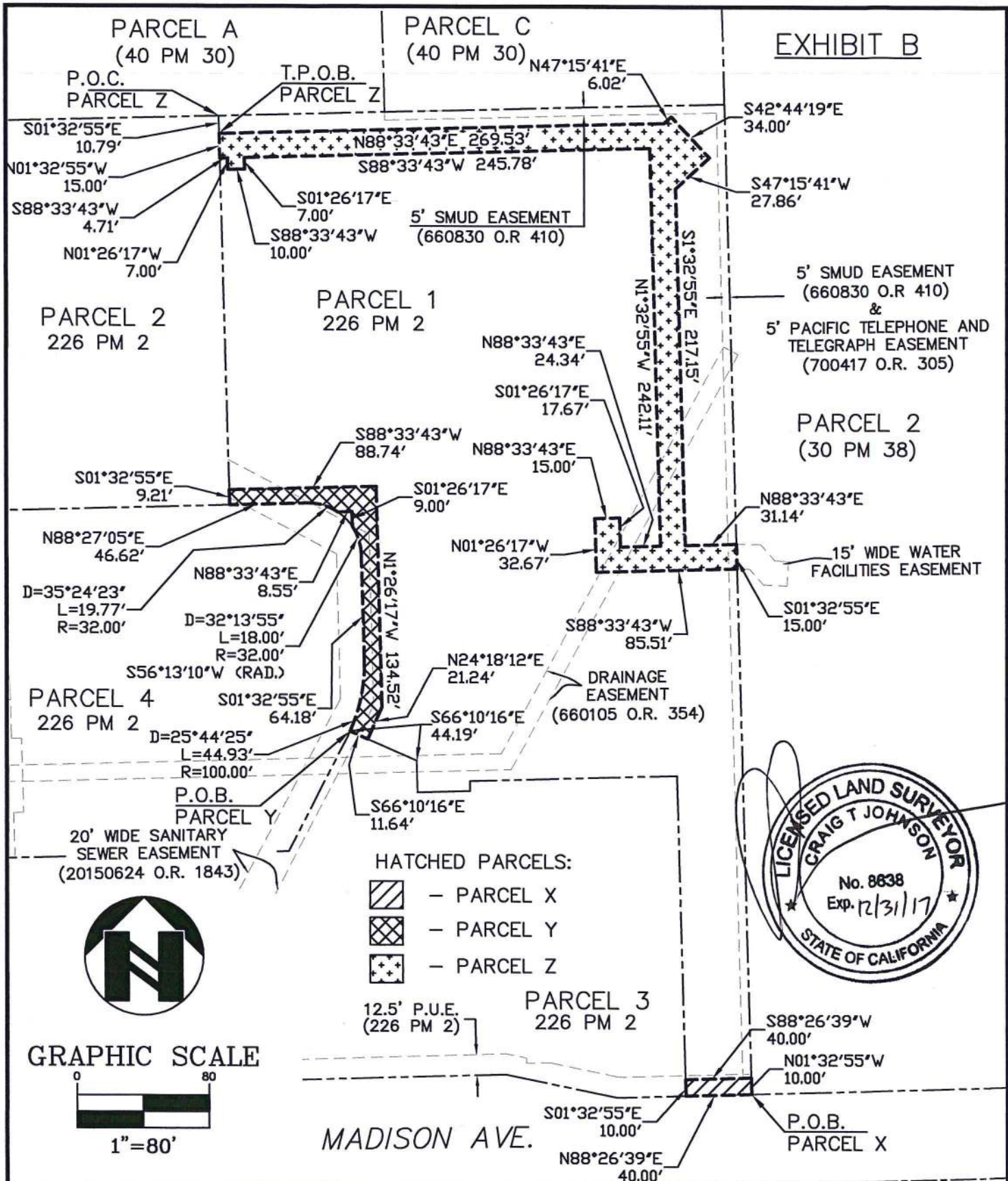
Said Parcel Z consists of 9,838 sq. ft., more or less

The Basis of Bearings for this description is the southerly line of Parcel A as shown on the Parcel Map recorded in Book 40 Page 30, Sacramento County records taken as North $88^{\circ}33'43''$ East.

END OF DESCRIPTION.



6/30/16



801 YGNACIO VALLEY RD., SUITE 220
WALNUT CREEK, CA
925-943-2777 FAX 925-943-2778

associates, inc. PLANNING ENGINEERING SURVEYING TRANSPORTATION

PLAT TO ACCOMPANY
EXHIBIT A LEGAL
DESCRIPTION FOR
CITRUS HEIGHTS WATER
DISTRICT.
7945 MADISON AVE.
CITRUS HEIGHTS, CA
APN: 233-0044-014

JOB NO: 14-2194
SCALE: 1"=80'
DATE: 6-30-16
SHEET: 1

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 16-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
SUNRISE MADISON RETAIL, LLC
FOR WATER DISTRIBUTION FACILITIES WITHIN
7945 MADISON AVENUE, CAPITAL NURSERY PLAZA

Whereas SUNRISE MADISON RETAIL, LLC for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

Being portions of Parcel 1, as shown on Parcel Map "PM 14-02", recorded in Book 226 at Page 2, Sacramento County Records, being more particularly described as follows:

PARCEL X

Beginning at the southeast corner of said Parcel 1, said Point of Beginning also being on the northerly right-of-way line for Madison Avenue, a public road; thence from said Point of Beginning along the east line of said Parcel 1 North $01^{\circ}32'55''$ West 10.00 feet; thence leaving said east line South $88^{\circ}26'39''$ West 40.00 feet to the west line of said Parcel 1; thence along the west line of said Parcel 1 South $01^{\circ}32'55''$ East 10.00 feet to the northerly line of Madison Avenue; thence along said northerly line North $88^{\circ}26'39''$ East 40.00 feet to the Point of Beginning for this description.

PARCEL Y

Beginning at an angle point in said Parcel 1, said Point of Beginning being the westerly terminus of the course designated "South $66^{\circ}10'16''$ East 44.19 feet"; thence from said Point of Beginning along the last said course South $66^{\circ}10'16''$ East 11.64 feet; thence leaving the boundary line of said Parcel 1 the following three (3) courses and distances:

1. North $24^{\circ}18'12''$ East 21.24 feet;
2. North $1^{\circ}26'17''$ West 134.52 feet;
3. South $88^{\circ}33'43''$ West 88.74 feet to the west line of said Parcel 1:

Thence along the perimeter of said Parcel 1 the following three (3) courses and distances:

1. South $1^{\circ}32'55''$ East 9.21 feet;
2. North $88^{\circ}27'05''$ East 46.62 feet to the beginning of a tangent curve to the right having a radius of 32.00 feet;
3. Along said tangent curve to the right through a central angle of $35^{\circ}24'23''$ an arc length of 19.77 feet;

Thence leaving said perimeter of said Parcel 1 North $88^{\circ}33'43''$ East 8.55 feet; thence South $1^{\circ}26'17''$ East 9.00 feet to the boundary line of said Parcel 1; thence along the perimeter of said Parcel 1 the following three (3) courses and distances:

1. Along a curve concave to the southwest having a radius of 32.00 feet, from which the center thereof bears South $56^{\circ}13'10''$ West, through a central angle of $32^{\circ}13'55''$ an arc length of 18.00 feet;
2. South $1^{\circ}32'55''$ East 64.18 to the beginning of a tangent curve to the right having a radius of 100.00 feet;
3. Along said tangent curve through a central angle of $25^{\circ}44'25''$ an arc length of 44.93 feet to the Point of Beginning for this description.

PARCEL Z

Commencing at the northwest corner of said Parcel 1; thence from said Point of Commencement along the west line of said Parcel 1 South $1^{\circ}32'55''$ East 10.79 feet to the True Point of Beginning for this description; thence from said True Point of Beginning along the following six (6) courses and distances:

1. North $88^{\circ}33'43''$ East 269.53 feet;
2. North $47^{\circ}15'41''$ East 6.02 feet;
3. South $42^{\circ}44'19''$ East 34.00 feet;
4. South $47^{\circ}15'41''$ West 27.86 feet;
5. South $1^{\circ}32'55''$ East 217.15 feet;
6. North $88^{\circ}33'43''$ East 31.14 feet to the east line of said Parcel 1;

Thence along said east line of said Parcel 1 South $1^{\circ}32'55''$ East 15.00 feet; thence leaving said east line of said Parcel 1 the following eleven (11) courses and distances:

1. South $88^{\circ}33'43''$ West 85.51 feet;
2. North $1^{\circ}26'17''$ West 32.67 feet;
3. North $88^{\circ}33'43''$ East 15.00 feet;
4. South $1^{\circ}26'17''$ East 17.67 feet;
5. North $88^{\circ}33'43''$ East 24.34 feet;
6. North $1^{\circ}32'55''$ West 242.11 feet;
7. South $88^{\circ}33'43''$ West 245.78 feet;
8. South $1^{\circ}26'17''$ East 7.00 feet;
9. South $88^{\circ}33'43''$ West 10.00 feet;

10. North 1°26'17" West 7.00 feet;
11. South 88°33'43" West 4.71 feet to the west line of said Parcel 1:

Thence along said west line of said Parcel 1 North 1°32'55" West 15.00 feet to the Point of Beginning for this description.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 12th day of July 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CERTIFICATION:

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 16-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of July 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

RECORDED AT THE REQUEST OF
AND RETURN TO:

CITRUS HEIGHTS WATER DISTRICT
P.O. BOX 286
CITRUS HEIGHTS, CA 95611-0286

EXEMPT FROM TRANSFER TAX
(Revenue and Taxation Code Section 11922)

NO FEE FOR RECORDING
(Government Code Section 6103)

Space above for Recorder's use only

COUNTY APN: 233-0044-015

LOCATION: Parcel 2, Capital Nursery Plaza (5406/5410 Sunrise Boulevard)

GRANT OF EASEMENT
TO
CITRUS HEIGHTS WATER DISTRICT

SUNRISE MADISON RETAIL, LLC, a California limited liability company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code (the "District"), a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

SEE EXHIBITS "A" and "B" attached hereto and made a part hereof;

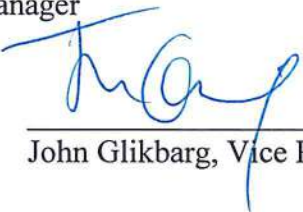
Use of this easement by the Grantor or by the Grantor's assignees or successors in interest, which is not compatible or interferes with the District's construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances, shall not be allowed. The District acknowledges and agrees that Grantor and Grantor's assignees or successors in interest shall, at all times, be allowed to utilize the easement as a roadway, parking area or outdoor open space, including any hardscaped or landscaped area, and shall be permitted to maintain these improvements in a manner compatible with such uses on the easement. Any other proposed use by the Grantor or by the Grantor's assignees or successors in interest shall be requested in writing and subject to written approval by the District prior to the proposed construction or use of the easement by the Grantor. The Grantor at the Grantor's sole expense shall remove in a timely manner any use not specified and acknowledged above or approved in writing by the District. Should the District find it necessary to remove any part or all of the acknowledged or approved improvements of Grantor or Grantor's assignees or successors in interest for the purpose of constructing or maintaining its water pipelines and appurtenances at any time,

pursuant to the District's rights granted herein, the District shall be liable for all costs of removal of any such roadways, parking areas or other improvements and shall be responsible for the repair and restoration of such areas to the condition such areas were in prior to District's removal of any such improvements.

In witness thereof, Grantors have hereunto subscribed their names this 23rd day of June, 2016.

Sunrise Madison Retail, LLC,
a California limited liability company

By: VPGP, Inc., a California corporation,
its manager

By: 

John Glikburg, Vice President

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

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§
§

COUNTY OF SAN MATEO

On June 23, 2016 before me, Dona Gomez, Notary Public, personally appeared John Glikburg, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)
Signature of Notary Public

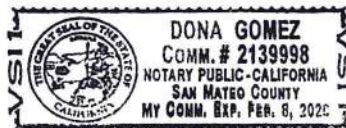


EXHIBIT A
WATER FACILITIES EASEMENT

ALL THAT REAL PROPERTY SITUATE IN THE CITY OF CITRUS HEIGHTS, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING A PORTION OF PARCEL 2, AS SHOWN ON PARCEL MAP "PM 14-02" RECORDED IN BOOK 226 AT PAGE 2, SACRAMENTO COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Beginning at the north-west corner of said Parcel 2, said Point of Beginning also being on the easterly right-of-way line for Sunrise Boulevard, a public road; thence from said Point of Beginning along the north line of said Parcel 2 North 88°33'43" East 12.50 feet; thence leaving said north line of said Parcel 2 the following four (4) courses and distances:

1. South 1°35'18" East 5.79 feet;
2. North 88°33'43" East 130.58 feet;
3. South 1°26'17" East 5.00 feet;
4. North 88°33'43" East 23.63 feet to the east line of said Parcel 2;

Thence along said east line South 1°32'55" East 15.00 feet; thence leaving said east line the following three (3) courses and distances:

1. South 88°33'43" West 23.66 feet;
2. South 1°26'17" East 201.87 feet;
3. North 88°33'43" East 24.05 feet to the east line of said Parcel 2;

Thence along said east line South 1°32'55" East 9.21 feet to the south east corner of said Parcel 2; Thence along the south line of said Parcel 2 South 88°27'05" West 123.08 feet; thence, leaving said south line the following ten (10) courses and distances:

1. North 1°26'17" West 22.00 feet;
2. North 88°27'05" East 31.00;
3. South 1°26'17" East 12.61 feet;
4. North 88°33'43" East 53.02 feet;
5. North 1°26'17" West 206.87 feet;
6. South 88°33'43" West 64.04 feet;
7. South 1°26'17" East 19.90 feet;
8. South 88°33'43" West 30.00 feet;
9. North 1°26'17" West 19.90 feet;
10. South 88°33'43" West 34.00 feet to the easterly right-of-way line for Sunrise Boulevard;

Thence along said easterly right-of-way line North 1°35'18" West 20.79 feet to the Point of Beginning for this description.

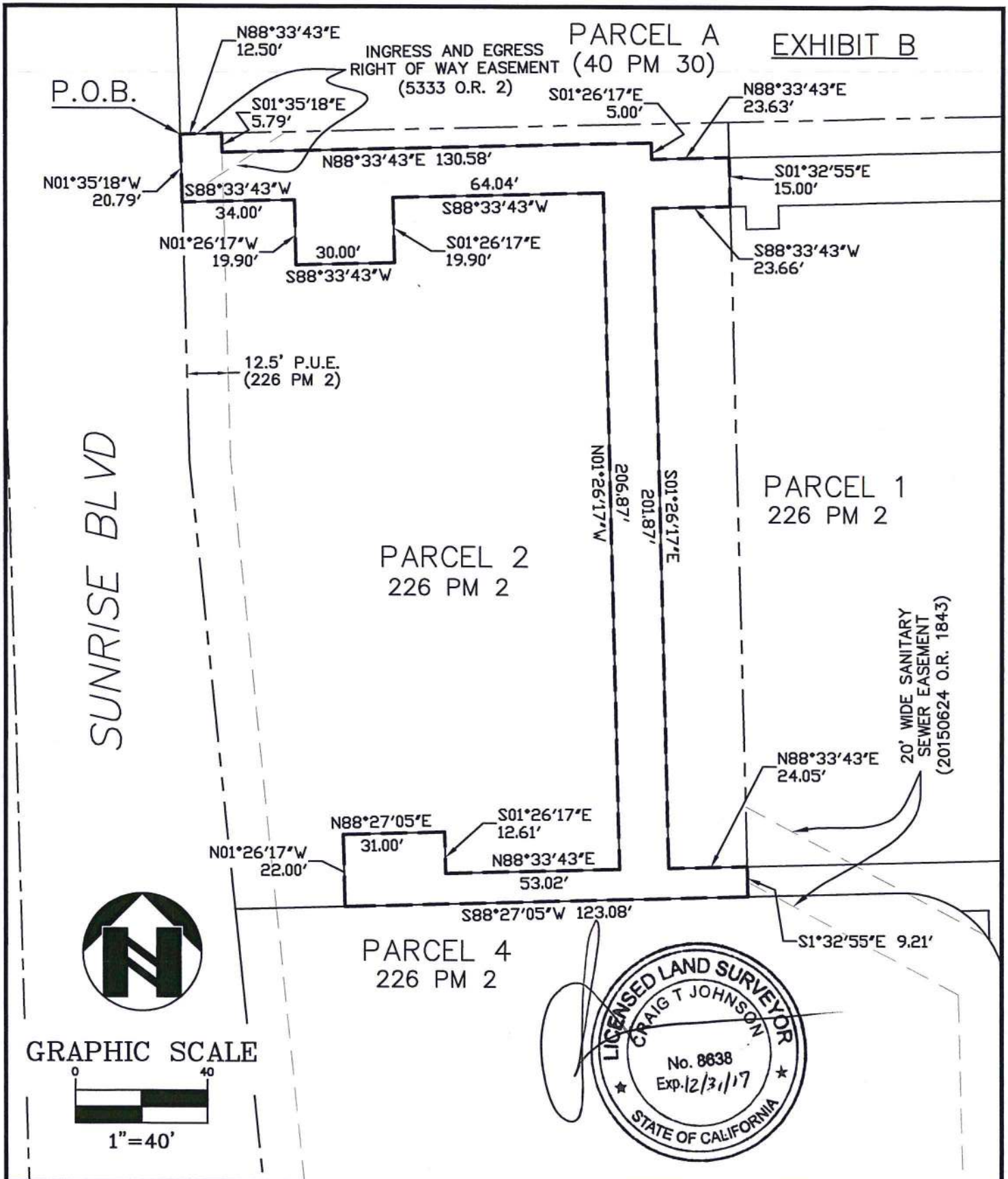
Said land consists of 7,811 sq. ft., more or less.

The basis of bearings for this description is the southerly line of Parcel A as shown on the Parcel Map recorded in Book 40 Page 30, Sacramento County records taken as North 88°33'43" East.

END OF DESCRIPTION.



6/30/17



	801 YGNACIO VALLEY RD., SUITE 220 WALNUT CREEK, CA 925-943-2777 FAX 925-943-2778	PLAT TO ACCOMPANY EXHIBIT A LEGAL DESCRIPTION FOR CITRUS HEIGHTS WATER DISTRICT.	JOB NO: 14-2194
		5406/5410 SUNRISE BLVD. CITRUS HEIGHTS, CA APN: 233-0044-015	SCALE: 1"=40'
			DATE: 6-30-16
			SHEET: 1
associates, inc. PLANNING ENGINEERING SURVEYING TRANSPORTATION			

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 17-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
SUNRISE MADISON RETAIL, LLC
FOR WATER DISTRIBUTION FACILITIES WITHIN
5406/5410 SUNRISE BLVD, CAPITAL NURSERY PLAZA

Whereas SUNRISE MADISON RETAIL, LLC for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

Being a portion of Parcel 2, as shown on Parcel Map "PM 14-02", recorded in Book 226 at Page 2, Sacramento County Records, being more particularly described as follows:

Beginning at the north-west corner of said Parcel 2, said Point of Beginning also being on the easterly right-of-way line for Sunrise Boulevard, a public road; thence from said Point of Beginning along the north line of said Parcel 2 North $88^{\circ}33'43''$ East 12.50 feet; thence leaving said north line of said Parcel 2 the following four (4) courses and distances:

1. South $1^{\circ}35'18''$ East 5.79 feet;
2. North $88^{\circ}33'43''$ East 130.58 feet;
3. South $1^{\circ}26'17''$ East 5.00 feet;
4. North $88^{\circ}33'43''$ East 23.63 feet to the east line of said Parcel 2;

Thence along said east line South $1^{\circ}32'55''$ East 15.00 feet; thence leaving said east line the following three (3) courses and distances:

1. South $88^{\circ}33'43''$ West 23.66 feet;
2. South $1^{\circ}26'17''$ East 201.87 feet;
3. North $88^{\circ}33'43''$ East 24.05 feet to the east line of said Parcel 2;

Thence along said east line South $1^{\circ}32'55''$ East 9.21 feet to the south east corner of said Parcel 2; thence along the south line of said Parcel 2 South $88^{\circ}27'05''$ West 123.08 feet; thence, leaving said south line the following ten (10) courses and distances:

1. North 1°26'17" West 22.00 feet;
2. North 88°27'05" East 31.00;
3. South 1°26'17" East 12.61 feet;
4. North 88°33'43" East 53.02 feet;
5. North 1°26'17" West 206.87 feet;
6. South 88°33'43" West 64.04 feet;
7. South 1°26'17" East 19.90 feet;
8. South 88°33'43" West 30.00 feet;
9. North 1°26'17" West 19.90 feet;
10. South 88°33'43" West 34.00 feet to the easterly right-of-way line for Sunrise Boulevard;

Thence along said easterly right-of-way line North 1°35'18" West 20.79 feet to the Point of Beginning for this description.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 12th day of July 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CERTIFICATION:

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 17-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of July 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

DRAFT

RECORDED AT THE REQUEST OF
AND RETURN TO:

CITRUS HEIGHTS WATER DISTRICT
P.O. BOX 286
CITRUS HEIGHTS, CA 95611-0286

EXEMPT FROM TRANSFER TAX
(Revenue and Taxation Code Section 11922)

NO FEE FOR RECORDING
(Government Code Section 6103)

Space above for Recorder's use only

COUNTY APN: 233-0044-016
LOCATION: Parcel 3, Capital Nursery Plaza (7925 & 7935 Madison Avenue)

GRANT OF EASEMENT
TO
CITRUS HEIGHTS WATER DISTRICT

SUNRISE MADISON RETAIL, LLC, a California limited liability company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code (the "District"), a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

SEE EXHIBITS "A" and "B" attached hereto and made a part hereof;

Use of this easement by the Grantor or by the Grantor's assignees or successors in interest, which is not compatible or interferes with the District's construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances, shall not be allowed. The District acknowledges and agrees that Grantor and Grantor's assignees or successors in interest shall, at all times, be allowed to utilize the easement as a roadway, parking area or outdoor open space, including any hardscaped or landscaped area, and shall be permitted to maintain these improvements in a manner compatible with such uses on the easement. Any other proposed use by the Grantor or by the Grantor's assignees or successors in interest shall be requested in writing and subject to written approval by the District prior to the proposed construction or use of the easement by the Grantor. The Grantor at the Grantor's sole expense shall remove in a timely manner any use not specified and acknowledged above or approved in writing by the District. Should the District find it necessary to remove any part or all of the acknowledged or approved improvements of Grantor or Grantor's assignees or successors in interest for the purpose of constructing or maintaining its water pipelines and appurtenances at any time,

purpose of constructing or maintaining its water pipelines and appurtenances at any time, pursuant to the District's rights granted herein, the District shall be liable for all costs of removal of any such roadways, parking areas or other improvements and shall be responsible for the repair and restoration of such areas to the condition such areas were in prior to District's removal of any such improvements.

In witness thereof, Grantors have hereunto subscribed their names this 23rd day of June, 2016.

Sunrise Madison Retail, LLC,
a California limited liability company

By: VPGP, Inc., a California corporation,
its manager

By: 
John Glikbarg, Vice President

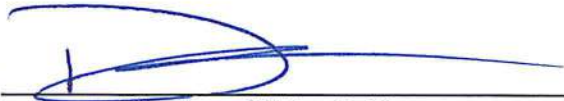
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA §
 §
COUNTY OF SAN MATEO §

On **June 23, 2016** before me, **Dona Gomez**, Notary Public, personally appeared **John Glikbarg**, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)
Signature of Notary Public

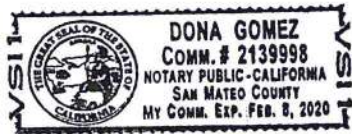


EXHIBIT A
WATER FACILITIES EASEMENT

ALL THAT REAL PROPERTY SITUATE IN THE CITY OF CITRUS HEIGHTS, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING PORTIONS OF PARCEL 3, AS SHOWN ON THE PARCEL MAP "PM 14-02", RECORDED IN BOOK 226 AT PAGE 2, SACRAMENTO COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL A:

Beginning at the south east corner of said Parcel 3, said point also being on the northerly right-of-way line for Madison Avenue, a public road; thence from said Point of Beginning along said northerly right-of-way line South 88°26'39" West 24.00 feet; Thence leaving said northerly right-of-way line the following four (4) courses and distances;

1. North 1°32'55" West 62.57 feet;
2. North 88°27'05" East 17.00 feet;
3. South 1°32'55" East 52.57 feet;
4. North 88°26'39" East 7.00 feet to the east line of said Parcel 3;

Thence along said east line South 1°32'55" East 10.00 feet to the Point of Beginning for this description.

Said Parcel A contains 1,134 sq. ft., more or less.

PARCEL B:

Beginning at the most northwesterly corner of said Parcel 3; Thence from said Point of Beginning along the northerly line of said Parcel 3 South 66°10'16" East 11.64 feet; Thence leaving said northerly line the following six (6) courses and distances:

1. South 24°18'12" West 123.04 feet;
2. South 1°32'10" East 69.10 feet;
3. North 88°27'50" East 3.00 feet;
4. South 1°32'10" East 9.55 feet;
5. North 88°27'50" East 5.00 feet;
6. South 1°32'10" East 16.81 feet to the northerly right of way line for said Madison Avenue;

Thence along said northerly right-of-way line South 88°26'39" West 23.00 feet; Thence leaving said northerly right-of-way line North 1°32'10" West 98.92 feet; Thence North 24°18'12" East 53.36 feet to a point on the westerly line of said Parcel 3; Thence along said westerly line North 27°02'12" East 68.13 feet to the beginning of a tangent curve to the left having a radius of 100.00 feet; Thence along said tangent curve to the left through a central angle of 2°50'41" an arc length of 4.97 feet to the Point of Beginning for this description.

Said Parcel B contains 3,364 sq. ft., more or less.

The Basis of Bearings for this description is the southerly line of Parcel A as shown on the Parcel Map recorded in Book 40 Page 30, Sacramento County records taken as North 88°33'43" East.

END OF DESCRIPTION.



6/30/16

EXHIBIT B

PARCEL 4
226 PM 2

PARCEL 1
226 PM 2

P.O.B.
PARCEL B

D=2°50'41"
L=4.97'
R=100.00'

S66°10'16"E
11.64'

DRAINAGE EASEMENT
(660105 O.R. 354)

N27°02'12"E
68.13'

20' WIDE SANITARY
SEWER EASEMENT
(20150624 O.R. 1843)

HATCHED PARCELS:

 - PARCEL A

 - PARCEL B

N24°18'12"E
53.36'

PARCEL 3
226 PM 2

N88°27'05"E
17.00'

DART HOLDINGS, LLC
(20070329 O.R. 1064)

N1°32'10"W
98.92'

S01°32'10"E
69.10'

N88°27'50"E
3.00'

S01°32'10"E
9.55'

N88°27'50"E
5.00'

S01°32'10"E
16.81'

N01°32'55"W
62.57'

12.5' P.U.E.
(226 PM 2)

S01°32'55"E
52.57'

N88°26'39"E
7.00'

S01°32'55"E
10.00'

S88°26'39"W
23.00'

RIGHT OF WAY
DEDICATION
(226 PM 2)

S88°26'39"W
24.00'

P.O.B.
PARCEL A

INGRESS AND EGRESS
RIGHT OF WAY EASEMENT
(5333 O.R. 2)

MADISON AVE.



GRAPHIC SCALE



1" = 60'



801 YGNACIO VALLEY RD., SUITE 220
WALNUT CREEK, CA
925-943-2777 FAX 925-943-2778

associates, inc. PLANNING ENGINEERING SURVEYING TRANSPORTATION

PLAT TO ACCOMPANY
EXHIBIT A LEGAL
DESCRIPTION FOR
CITRUS HEIGHTS WATER
DISTRICT.

7925/7935
MADISON AVE.
CITRUS HEIGHTS, CA
APN: 233-0044-016

JOB NO: 14-2194

SCALE: 1"=60'

DATE:
6-30-16

SHEET:
1

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 18-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
SUNRISE MADISON RETAIL, LLC
FOR WATER DISTRIBUTION FACILITIES WITHIN
7925/7935 MADISON AVE, CAPITAL NURSERY PLAZA

Whereas SUNRISE MADISON RETAIL, LLC for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

Being portions of Parcel 3, as shown on Parcel Map "PM 14-02", recorded in Book 226 at Page 2, Sacramento County Records, being more particularly described as follows:

PARCEL A:

Beginning at the southeast corner of said Parcel 3, said point also being on the northerly right-of-way line for Madison Avenue, a public road; thence from said Point of Beginning along said northerly right-of-way line South 88°26'39" West 24.00 feet; thence leaving said northerly right-of-way line the following four (4) courses and distances;

1. North 1°32'55" West 62.57 feet;
2. North 88°27'05" East 17.00 feet;
3. South 1°32'55" East 52.57 feet;
4. North 88°26'39" East 7.00 feet to the east line of said Parcel 3;

Thence along said east line South 1°32'55" East 10.00 feet to the Point of Beginning for this description.

PARCEL B:

Beginning at the most northwesterly corner of said Parcel 3; Thence from said Point of Beginning along the northerly line of said Parcel 3 South 66°10'16" East 11.64 feet; Thence leaving said northerly line the following six (6) courses and distances:

1. South 24°18'12" West 123.04 feet;
2. South 1°32'10" East 69.10 feet;
3. North 88°27'50" East 3.00 feet;
4. South 1°32'10" East 9.55 feet;
5. North 88°27'50" East 5.00 feet;
6. South 1°32'10" East 16.81 feet to the northerly right-of-way line for said Madison Avenue;

Thence along said northerly right-of-way line South 88°26'39" West 23.00 feet; thence leaving said northerly right-of-way line North 1°32'10" West 98.92 feet; thence North 24°18'12" East 53.36 feet to a point on the westerly line of said Parcel 3; thence along said westerly line North 27°02'12" East 68.13 feet to the beginning of a tangent curve to the left having a radius of 100.00 feet; thence along said tangent curve to the left through a central angle of 2°50'41" an arc length of 4.97 feet to the Point of Beginning for this description.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 12th day of July 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CERTIFICATION:

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 18-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of July 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

DRAFT

RECORDED AT THE REQUEST OF
AND RETURN TO:

CITRUS HEIGHTS WATER DISTRICT
P.O. BOX 286
CITRUS HEIGHTS, CA 95611-0286

EXEMPT FROM TRANSFER TAX
(Revenue and Taxation Code Section 11922)

NO FEE FOR RECORDING
(Government Code Section 6103)

Space above for Recorder's use only

COUNTY APN: 233-0044-017
LOCATION: Parcel 4, Capital Nursery Plaza (5402 Sunrise Boulevard)

GRANT OF EASEMENT
TO
CITRUS HEIGHTS WATER DISTRICT

SINGLEWOOD LLC, a California limited liability company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code (the "District"), a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

SEE EXHIBITS "A" and "B" attached hereto and made a part hereof;

Use of this easement by the Grantor or by the Grantor's assignees or successors in interest, which is not compatible or interferes with the District's construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances, shall not be allowed. The District acknowledges and agrees that Grantor and Grantor's assignees or successors in interest shall, at all times, be allowed to utilize the easement as a roadway, parking area or outdoor open space, including any hardscaped or landscaped area, and shall be permitted to maintain these improvements in a manner compatible with such uses on the easement. Any other proposed use by the Grantor or by the Grantor's assignees or successors in interest shall be requested in writing and subject to written approval by the District prior to the proposed construction or use of the easement by the Grantor. The Grantor at the Grantor's sole expense shall remove in a timely manner any use not specified and acknowledged above or approved in writing by the District. Should the District find it necessary to remove any part or all of the acknowledged or approved improvements of Grantor or Grantor's assignees or successors in interest for the purpose of constructing or maintaining its water pipelines and appurtenances at any time,

pursuant to the District's rights granted herein, the District shall be liable for all costs of removal of any such roadways, parking areas or other improvements and shall be responsible for the repair and restoration of such areas to the condition such areas were in prior to District's removal of any such improvements.

In witness thereof, Grantors have hereunto subscribed their names this 9th day of June, 2016.

SINGLEWOOD LLC,
a California limited liability company

WJ Houston
By: William J. Houston, CFO

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

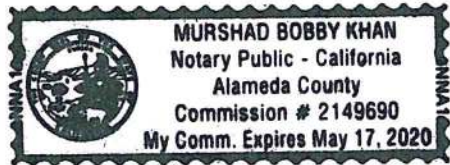
STATE OF CALIFORNIA §
 §
COUNTY OF Alameda §

On 9th JUNE 2016 before me, MURSHAD BOBBY KHAN, Notary Public, personally appeared WILLIAM J. HOUSTON, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she~~~~they~~ executed the same in his/~~her~~~~their~~ authorized capacity(ies), and that by his/~~her~~~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)
Signature of Notary Public



**EXHIBIT A
WATER FACILITIES EASEMENT**

ALL THAT REAL PROPERTY SITUATE IN THE CITY OF CITRUS HEIGHTS, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING PORTIONS OF PARCEL 4, AS SHOWN ON PARCEL MAP "PM 14-02", RECORDED IN BOOK 226 AT PAGE 2, SACRAMENTO COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL A:

Commencing at the north west corner of said Parcel 4, said Point of Commencement also being located on the easterly right-of-way line for Sunrise Boulevard, a public road, as shown on said Parcel Map; Thence from said Point of Commencement along the northerly line of said Parcel 4 North 88°27'05" East 33.47 feet to the True Point of Beginning for this description; Thence from said True Point of Beginning, continuing along said north line North 88°27'05" East 169.71 feet to the beginning of a tangent curve to the right having a radius of 32.00 feet; Thence along said tangent curve to the right through a central angle of 35°24'23" an arc length of 19.77 feet; Thence leaving the boundary of said Parcel 4 South 88°33'43" West 188.26 feet; Thence North 1°26'17" West 5.55 feet to the True Point of Beginning for this description.

Said Parcel A contains 1,045 sq. ft., more or less.

PARCEL B:

Commencing at the south east corner of said Parcel 4; Thence from said Point of Commencement along the east line of said Parcel 4 North 27°02'12" East 8.83 feet to the True Point of Beginning for this description; Thence from said True Point of Beginning, continuing along said east line North 27°02'12" East 68.13 feet to the beginning of a tangent curve to the left having a radius of 100.00 feet; Thence along said tangent curve to the left through a central angle of 28°35'07" an arc length of 49.89 feet; Thence North 1°32'55" West 64.18 feet to the beginning of a tangent curve to the left having a radius of 32.00 feet; Thence along said tangent curve to the left through a central angle of 32°13'55" an arc length of 18.00 feet; Thence leaving the boundary of said Parcel 4 the following six (6) courses and distances:

1. South 1°26'17" East 60.80 feet;
2. South 88°33'43" West 22.00 feet;
3. South 1°26'17" East 30.00 feet;
4. North 88°33'43" East 22.00 feet;
5. South 1°26'17" East 16.30 feet;
6. South 24°18'12" West 90.93 feet to the True Point of Beginning for this description.

Said Parcel B contains 1,321 sq. ft., more or less.

The Basis of Bearings for this description is the southerly line of Parcel A as shown on the Parcel Map recorded in Book 40 Page 30, Sacramento County records taken as North 88°33'43" East.

END OF DESCRIPTION.

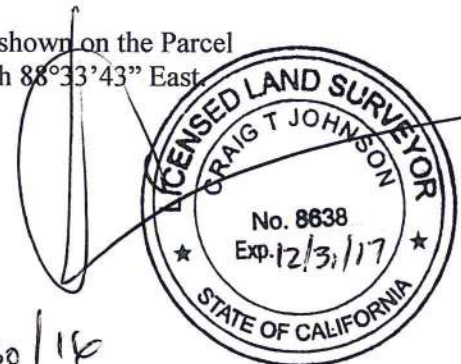
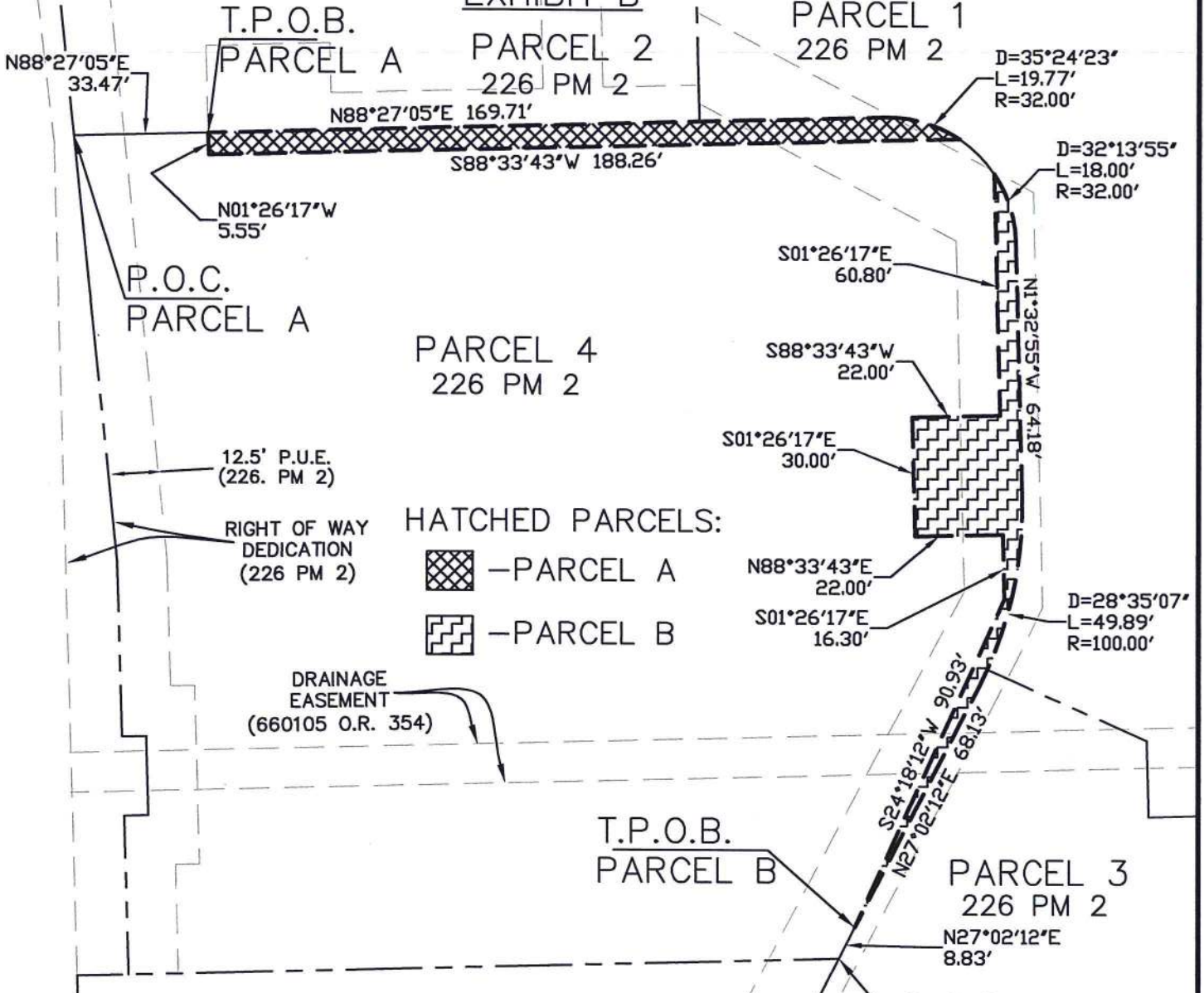


EXHIBIT B



HATCHED PARCELS:
 - PARCEL A
 - PARCEL B



GRAPHIC SCALE



1" = 40'



801 YGNACIO VALLEY RD., SUITE 220
 WALNUT CREEK, CA
 925-943-2777 FAX 925-943-2778

associates, inc. PLANNING ENGINEERING SURVEYING TRANSPORTATION

PLAT TO ACCOMPANY
 EXHIBIT A LEGAL
 DESCRIPTION FOR
 CITRUS HEIGHTS WATER
 DISTRICT.
 5402 SUNRISE BLVD.
 CITRUS HEIGHTS, CA
 APN: 233-0044-017

JOB NO: 14-2194
 SCALE: 1"=40'
 DATE: 6-30-16
 SHEET: 1

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 19-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
SINGLEWOOD, LLC
FOR WATER DISTRIBUTION FACILITIES WITHIN
7925/7935 MADISON AVE, CAPITAL NURSERY PLAZA

Whereas SINGLEWOOD, LLC for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

Being portions of Parcel 4, as shown on Parcel Map "PM 14-02", recorded in Book 226 at Page 2, Sacramento County Records, being more particularly described as follows:

PARCEL A:

Commencing at the north west corner of said Parcel 4, said Point of Commencement also being located on the easterly right-of-way line for Sunrise Boulevard, a public road, as shown on said Parcel Map; thence from said Point of Commencement along the northerly line of said Parcel 4 North $88^{\circ}27'05''$ East 33.47 feet to the True Point of Beginning for this description; thence from said True Point of Beginning, continuing along said north line North $88^{\circ}27'05''$ East 169.71 feet to the beginning of a tangent curve to the right having a radius of 32.00 feet; thence along said tangent curve to the right through a central angle of $35^{\circ}24'23''$ an arc length of 19.77 feet; thence leaving the boundary of said Parcel 4 South $88^{\circ}33'43''$ West 188.26 feet; thence North $1^{\circ}26'17''$ West 5.55 feet to the True Point of Beginning for this description.

PARCEL B:

Commencing at the south east corner of said Parcel 4; thence from said Point of Commencement along the east line of said Parcel 4 North $27^{\circ}02'12''$ East 8.83 feet to the True Point of Beginning for this description; thence from said True Point of Beginning, continuing along said east line North $27^{\circ}02'12''$ East 68.13 feet to the beginning of a tangent curve to the left having a radius of 100.00 feet; thence along said tangent curve to the left through a central angle of $28^{\circ}35'07''$ an arc length of 49.89 feet; thence North $1^{\circ}32'55''$ West 64.18 feet to the beginning of a tangent curve to the left having a radius of

32.00 feet; thence along said tangent curve to the left through a central angle of 32°13'55" an arc length of 18.00 feet; thence leaving the boundary of said Parcel 4 the following six (6) courses and distances:

1. South 1°26'17" East 60.80 feet;
2. South 88°33'43" West 22.00 feet;
3. South 1°26'17" East 30.00 feet;
4. North 88°33'43" East 22.00 feet;
5. South 1°26'17" East 16.30 feet;
6. South 24°18'12" West 90.93 feet to the True Point of Beginning for this description.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 12th day of July 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CERTIFICATION:

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 19-2016 was

adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of July 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

DRAFT

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : WATER QUALITY PUBLIC HEALTH GOALS
 STATUS : Action Item
 REPORT DATE : July 5, 2016
 PREPARED BY : Brian Hensley, Water Resources Supervisor

OBJECTIVE:

Consider adoption of CHWD’s report relative to water quality Public Health Goals (PHG).

BACKGROUND AND ANALYSIS:

Provisions of the California Health and Safety Code, Section 116470 (b), specify that public water systems serving more than 10,000 service connections such as Citrus Heights Water District (CHWD) (19,610 connections) must prepare a special report by July 1, 2010 and every three years thereafter, that gives information on the detection of any constituents above the Public Health Goals (PHG) published by the State Office of Environmental Health Hazard Assessment (OEHHA) which is part of Cal EPA. This report must be provided and made available at a public hearing of the District shortly after said date. The law also requires that where OEHHA has not adopted a PHG for a constituent, the water suppliers are to use the Maximum Contaminant Level Goals (MCLGs) adopted by United States Environmental Protection Agency (USEPA). Only constituents which have a California primary drinking water standard and for which either a PHG or MCLG has been set are to be addressed. Attached is a table of all detected regulated constituents with the Maximum Contaminant Levels (MCLs) and PHGs or MCLGs (Attachment 1) along with Section 116470 of the California Health and Safety Code (Attachment 2).

PHGs and MCLGs are not enforceable. The Best Available Technology (BAT) to reach such low levels has not been defined and may not realistically be available. Accurate cost estimates are difficult, if not impossible, and are highly speculative and theoretical. Therefore, they have limited value and may not warrant significant investment of agency time and money.

These reports are unique to California. They are required in addition to the extensive public reporting of water quality information that California water utilities have been doing for many years and in addition to the federally mandated annual Consumer Confidence Reports/Water Quality Reports.

In compliance with the California Health and Safety Code, the District previously prepared a PHG Report dated June 4, 2013, conducted a Public Hearing on June 11, 2013 and ordered the Report filed.

A copy of the District’s PHG Report dated April 27, 2016 is attached.

RECOMMENDATION:

a. Open public hearing for comment. **b.** Close public hearing. **c.** Adopt the District’s PHG Report.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT
2016 REPORT ON SOURCE WATER QUALITY RELATIVE
TO PUBLIC HEALTH GOALS

Background:

Provisions of the California Health and Safety Code (Reference No. 1) specify that larger (>10,000 service connections) water utilities prepare a special report by July 1, 2016 if their water quality measurements have exceeded any Public Health Goals (PHGs). PHGs are non-enforceable goals established by the Cal-EPA's Office of Environmental Health Hazard Assessment (OEHHA). The law also requires that where OEHHA has not adopted a PHG for a constituent, the water suppliers are to use the MCLGs adopted by USEPA. Only constituents which have a California primary drinking water standard and for which either a PHG or MCLG has been set are to be addressed.

There are a few constituents that are routinely detected in water systems at levels usually well below the drinking water standards for which no PHG or MCLG has yet been adopted by OEHHA or USEPA including Total Trihalomethanes. These will be addressed in a future required report after a PHG has been adopted.

The new law specifies what information is to be provided in the report. If a constituent was detected in the District's water supply for years 2013 - 2015 at a level exceeding an applicable PHG or MCLG, this report provides the information required by the law. Included is the numerical public health risk associated with the MCL and the PHG or MCLG, the category or type of risk to health that could be associated with each constituent, the best treatment technology available that could be used to reduce the constituent level, and an estimate of the cost to install that treatment if it is appropriate and feasible.

What Are PHGs?

PHGs are set by the California Office of Environmental Health Hazard Assessment (OEHHA) which is part of Cal-EPA and are based solely on public health risk considerations. None of the practical risk-management factors that are considered by the USEPA or the California Division of Drinking Water in setting drinking water standards (MCLs) are considered in setting the PHGs. These factors include analytical detection capability, treatment technology available, benefits and costs. The PHGs are not enforceable and are not required to be met by any public water system. MCLGs are the federal equivalent to PHGs.

Water Quality Data Considered:

All of the water quality data collected by our water system for years 2013 - 2015 for purposes of determining compliance with drinking water standards was considered. This data was all summarized in our 2013, 2014, and 2015 Consumer Confidence Reports which were mailed to all of our customers by June of each year.

Guidelines Followed:

The Association of California Water Agencies (ACWA) formed a workgroup which prepared guidelines for water utilities to use in preparing these newly required reports. The ACWA guidelines were used in the preparation of our report. No guidance was available from state regulatory agencies.

Best Available Treatment Technology and Cost Estimates:

Both the USEPA and DDW adopt what are known as BATs or Best Available Technologies which are the best known methods of reducing contaminant levels to the MCL. Costs can be estimated for such technologies. However, since many PHGs and all MCLGs are set much lower than the MCL, it is not always possible or feasible to determine what treatment is needed to further reduce a constituent downward to or near the PHG or MCLG, many of which are set at zero. Estimating the costs to reduce a constituent to zero is difficult, if not impossible because it is not possible to verify by analytical means that the level has been lowered to zero. In some cases, installing treatment to try and further reduce very low levels of one constituent may have adverse effects on other aspects of water quality.

Constituents Detected That Exceed a PHG or a MCLG:

The following is a discussion of constituents that were detected in one or more of our drinking water sources at levels above the PHG, or if no PHG, above the MCLG.

Arsenic is a naturally occurring element found throughout the earth's crust.

The PHG for arsenic is 0.004 ug/L and the MCL is 10 ug/L. Low levels of arsenic have been found in one of CHWD groundwater sources at 3.7 ug/L in 2013. This level is below the MCL. (Attachment 1) No action is required.

The health risks associated with arsenic are that some people who drink water containing arsenic in excess of the MCL over many years may experience skin damage or circulatory problems and may have an increased risk of getting cancer. The numerical health risk for carcinogenicity at the 10 ug/L MCL is 2.5×10^3 (2.5 per 1,000) and 1×10^6 (1 per 1 million) at the 0.004 ug/L PHG. This means that for every million people who drink two liters of water at the 0.004 ug/L PHG level of Arsenic daily for 70 years, no more than one person would be expected to develop cancer from exposure to Arsenic. (Attachment 1.1)

The BATs for arsenic removal at the 95% level are reverse osmosis, ion exchange, activated alumina, and modified coagulation and filtration. The least expensive BAT for arsenic removal in groundwater is an ion exchange method that would increase treatment costs by approximately \$623 per acre-foot (AF) of treated groundwater.

CHWD's average cost to produce groundwater (\$170/AF for 2015). CHWD's surface water source from SJWD (2015 purchase cost of \$189/AF) does not contain arsenic. CHWD's water supply utilization for 2015 was 92% surface water (9,133 AF) and 8% groundwater (841 AF).

Hexavalent Chromium is a naturally occurring element, but can also be produced by industrial processes.

The PHG for Hexavalent Chromium is 0.02 ug/L and the MCL is 10 ug/L. Low levels of Hexavalent Chromium have been found in CHWD groundwater sources at .056 – 2.3 ug/L in 2014. This level is below the MCL. (Attachment 1) No action is required.

The health risks associated with Hexavalent Chromium are that some people who drink water containing Hexavalent Chromium in excess of the MCL over many years may experience dermatitis, damage to liver, kidney circulation, and nerve tissue damage. The numerical health risk for carcinogenicity at the 10 ug/L MCL is 5×10^4 (5 per 10,000) and 1×10^6 (1 per 1 million) at the 0.02 ug/L PHG. This means that for every million people who drink two liters of water at the 0.02 PHG level of hexavalent chromium daily for 70 years, no more than one person would be expected to develop cancer from exposure to hexavalent chromium. (Attachment 1.1)

The BATs for Hexavalent Chromium removal at the 95% level are reverse osmosis, ion exchange, modified coagulation and filtration, and lime softening. The least expensive BAT for Hexavalent Chromium removal in groundwater is an ion exchange method that would increase treatment costs by an average cost of approximately \$1368 per acre-foot (AF) of treated groundwater.

CHWD's average cost to produce groundwater (\$170/AF for 2015). CHWD's surface water source from SJWD (2015 purchase cost of \$189/AF) does not contain Hexavalent Chromium. CHWD's water supply utilization for 2015 was 92% surface water (9,133 AF) and 8% groundwater (841 AF).

Recommendations for further actions:

The drinking water quality of the Citrus Heights Water District meets all State of California, and USEPA drinking water standards set to protect public health. To further reduce the levels of the constituents identified in this report to meet Public Health Goals would require additional costly treatment processes. The effectiveness of the treatment processes to provide any significant reductions in constituent levels at these already low values is uncertain. The health protection benefits of these further hypothetical reductions are not at all clear and may not be quantifiable. The District currently provides "safe drinking water" that is significantly below the health-based Maximum Contaminant Levels. Therefore, no action is proposed.

Attachment 1

Table of detected regulated constituents - California MCLs and PHG's and Federal MCLG's

Constituent	MCL (Maximum Contaminant Level)	DLR (Detectable Limit for Reporting)	CA PHG (MCLG)	District Level
Chemicals with MCLs in 22 CCR 64431 – Inorganic Chemicals				
Arsenic	10 ug/L	2 ug/L	0.004 ug/L	4.1 ug/L
Hexavalent Chromium	10 ug/L	.03 ug/L	0.02 ug/L	.056 – 2.3 ug/L

Attachment 1.1

Health Risk Categories and Cancer Risk Values for Chemicals

Constituent	Health Risk Category ¹	California PHG or USEPA MCLG (ug/L) ²	Cancer Risk ³ at the PHG or MCLG	California MCL ⁴ (ug/L)	Cancer Risk at the California MCL
Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)					
Arsenic	carcinogenicity (causes cancer)	0.004	1×10 ⁶ (one per million)	10 ug/L	2.5×10 ³ (2.5 per thousand)
Hexavalent Chromium	carcinogenicity (causes cancer)	0.02	1×10 ⁶ (one per million)	10 ug/L	5×10 ⁴ (five per ten thousand)

1 Health risk category based on the U.S. EPA MCLG document or California MCL document unless otherwise specified.

2 MCLG = maximum contaminant level goal established by U.S. EPA.

3 Cancer Risk = Upper estimate of excess cancer risk from lifetime exposure. Actual cancer risk may be lower or zero. 1x10⁶ means one excess cancer case per million people exposed.

4 California MCL = maximum contaminant level established by California.

Attachment 2

Section 116470. Consumer Confidence Report

- (a) As a condition of its operating permit, every public water system shall annually prepare a consumer confidence report and mail or deliver a copy of that report to each customer, other than an occupant, as defined in Section 799.28 of the Civil Code, of a recreational vehicle park. A public water system in a recreational vehicle park with occupants as defined in Section 799.28 of the Civil Code shall prominently display on a bulletin board at the entrance to or in the office of the park, and make available upon request, a copy of the report. The report shall include all of the following information:
- (1) The source of the water purveyed by the public water system.
 - (2) A brief and plainly worded definition of the terms "maximum contaminant level," "primary drinking water standard," and "public health goal."
 - (3) If any regulated contaminant is detected in public drinking water supplied by the system during the past year, the report shall include all of the following information:
 - (A) The level of the contaminant found in the drinking water, and the corresponding public health goal and primary drinking water standard for that contaminant.
 - (B) Any violations of the primary drinking water standard that have occurred as a result of the presence of the contaminant in the drinking water and a brief and plainly worded statement of health concerns that resulted in the regulation of that contaminant.
 - (C) The public water system's address and phone number to enable customers to obtain further information concerning contaminants and potential health effects.
 - (4) Information on the levels of unregulated contaminants, if any, for which monitoring is required pursuant to state or federal law or regulation.
 - (5) Disclosure of any variances or exemptions from primary drinking water standards granted to the system and the basis therefore.
- (b) On or before July 1, 2010, and every three years thereafter, public water systems serving more than 10,000 service connections that detect one or more contaminants in drinking water that exceed the applicable public health goal, shall prepare a brief written report in plain language that does all of the following:
- (1) Identifies each contaminant detected in drinking water that exceeds the applicable public health goal.
 - (2) Discloses the numerical public health risk, determined by the office, associated with the maximum contaminant level for each contaminant identified in paragraph (1) and the numerical public health risk determined by the office associated with the public health goal for that contaminant.
 - (3) Identifies the category of risk to public health, including, but not limited to, carcinogenic, mutagenic, teratogenic, and acute toxicity, associated with exposure to the contaminant in drinking water, and includes a brief plainly worded description of these terms.
 - (4) Describes the best available technology, if any is then available on a commercial basis, to remove the contaminant or reduce the concentration of the contaminant. The public water system may, solely at its own discretion, briefly describe actions that have been taken on its own, or by other entities, to prevent the introduction of the contaminant into drinking water supplies.

- (5) Estimates the aggregate cost and the cost per customer of utilizing the technology described in paragraph (4), if any, to reduce the concentration of that contaminant in drinking water to a level at or below the public health goal.
- (6) Briefly describes what action, if any, the local water purveyor intends to take to reduce the concentration of the contaminant in public drinking water supplies and the basis for that decision.
- (c) Public water systems required to prepare a report pursuant to subdivision (b) shall hold a public hearing for the purpose of accepting and responding to public comment on the report. Public water systems may hold the public hearing as part of any regularly scheduled meeting.
- (d) The department shall not require a public water system to take any action to reduce or eliminate any exceedance of a public health goal.
- (e) Enforcement of this section does not require the department to amend a public water system's operating permit.
- (f) Pending adoption of a public health goal by the Office of Environmental Health Hazard Assessment pursuant to subdivision (c) of Section 116365, and in lieu thereof, public water systems shall use the national maximum contaminant level goal adopted by the United States Environmental Protection Agency for the corresponding contaminant for purposes of complying with the notice and hearing requirements of this section.
- (g) This section is intended to provide an alternative form for the federally required consumer confidence report as authorized by 42 U.S.C. Section 300g-3(c)



**CITRUS
HEIGHTS
WATER
DISTRICT**

6230 Sylvan Road
P.O. Box 286
Citrus Heights
California
95611-0286

phone
916/725-6873

fax
916/725-0345

website
www.chwd.org

**BOARD MEETING AGENDA
ANNUAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT FINANCING CORPORATION
JULY 12, 2016 beginning at 6:30 PM**

**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Secretary at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the Secretary.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (A)

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

None

OLD BUSINESS:

None

NEW BUSINESS:

N-1. Confirmation / Appointment of CHWD Financing Corporation Officers

(A)

Consider confirmation and appointment of Citrus Heights Water District Financing Corporation Officers

Board of Directors
Allen B. Dains
Caryl F. Sheehan
Raymond A. Riehle

*General Manager/
Secretary*
Robert A. Churchill

*Assistant General
Manager/Treasurer*
Hilary M. Straus

*Accounting Supervisor
Assessor/Collector*
Susan K. Sohal


N-2. Status of the CHWD Revenue Refunding Certificates of Participation,
Series 2010 (I)

Review the Annual Report for the CHWD Revenue Refunding Certificates of Participation, Series 2010 and other information related to debt financing by the District.

ADJOURNMENT:

CERTIFICATION:

I do hereby certify that this agenda was posted in a location accessible to the public at 6230 SYLVAN ROAD, CITRUS HEIGHTS, CA 95610 at least 72 hours prior to the regular meeting in accordance with Government Code Section 54954.2.



ROBERT A. CHURCHILL, SECRETARY
Citrus Heights Water District Financing Corporation

Dated: July 7, 2016

CITRUS HEIGHTS WATER DISTRICT FINANCING CORPORATION

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OF THE CHWD FINANCING CORPORATION JULY 12, 2016 ANNUAL MEETING

SUBJECT : CONFIRMATION / APPOINTMENT OF CHWD FINANCING CORPORATION OFFICERS
STATUS : Action Item
REPORT DATE : July 7, 2016
PREPARED BY : Susan K. Sohal, Accounting Supervisor

OBJECTIVE:

Consider confirmation and appointment of Citrus Heights Water District Financing Corporation Officers.

RECOMMENDATION:

Confirm and appoint the following Citrus Heights Water District Financing Corporation Officers:

President	Allen B. Dains	Reconfirm as President
Vice President	Caryl F. Sheehan	Confirm as Vice President
Director	Raymond A. Riehle	Confirm as Director
Chief Financial Officer	Susan K. Sohal	Appoint as CFO
Secretary	Hilary M. Straus	Appoint as Secretary

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT FINANCING CORPORATION

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OF THE CHWD FINANCING CORPORATION JULY 12, 2016 ANNUAL MEETING

SUBJECT : STATUS OF THE CITRUS HEIGHTS WATER DISTRICT CERTIFICATES
OF PARTICIPATION, SERIES 2010

STATUS : Information / Action Item

REPORT DATE : July 12, 2016

PREPARED BY : Susan K. Sohal, Accounting Supervisor

OBJECTIVE:

Review the Annual Report for the Citrus Heights Water District (CHWD) Revenue Refunding Certificates of Participation, Series 2010 and other information related to debt financing by the District.

BACKGROUND AND ANALYSIS:

1. The Citrus Heights Water District Financing Corporation (the Corporation) was formed in July 2000 for the purpose of issuing the \$7.9 million in Certificates of Participation (COPs) for the financing of water meter retrofits and well improvements. Section 3.5 of the Bylaws for the Corporation requires that an annual meeting be held each year. In June 2010, the Corporation authorized the refunding of the Series 2000 COPs with the issuance of the Revenue Refunding COPs, Series 2010, in the amount of \$5,155,000. The purpose of the meeting is to review information or developments related to the COP financing and to fulfill a legal requirement for California non-profit corporations.

Included with Directors' agenda packets is a copy of the Continuing Disclosure Annual Report for the Revenue and Revenue Refunding COPs (attachment 1). This report is a requirement of the District's COP issuance and is generally required for all publicly-traded securities. It is filed with Nationally Recognized Municipal Securities Information Repositories where these reports are made available to the public. The Annual Report shows the status of the principal on the COPs and other financial and operating information about the District as of December 31, 2015. The balance outstanding on the COPs at that time was \$2,530,000. \

The District made two installment payments in 2015 on the Series 2010 COPs for a total of \$569,200; \$450,000.00 as repayment of principal on the COPs; and \$119,200.00 in interest on the debt. The District has five years of payments remaining on this 10-year debt refunding as of December 31, 2015 (Attachment 2).

The District's AA bond rating on its debt was most recently reaffirmed in September 2015 during a review done by S&P every three years. The rating is a continued affirmation of the District's strong financial policies and financial stability.

2. The debt under the San Juan Water District (SJWD)/CHWD COPs, originally issued in 2003, was not issued under the authority of the CHWD Financing Corporation, since it was done under the

authority of the San Juan Suburban Water District Financing Corporation. However, staff has typically reported on the status of the SJWD/CHWD debt issuance at the time of the CHWD Financing Corporation Annual Meeting.

CHWD participated with SJWD in a refunding of the 2003 Series debt that was completed in May 2012. The new debt issuance is identified as the SJWD/CHWD Refunding Revenue Bonds, Series 2012A. This refunding resulted in a savings to SJWD and CHWD over the remaining life of their respective debt. The principal amount outstanding on the Series 2012A bonds as of December 31, 2015 was \$2,020,000. CHWD's annual principal and interest payments on the Series 2012A debt ranges from \$167,287.00 to \$175,937.00 annually over the remaining life of the debt through its retirement in 2033.

Payments on the SJWD/CHWD debt issuance are paid quarterly by CHWD to SJWD coincidental with CHWD's payments to SJWD for wholesale surface water supplies.

RECOMMENDATION:

Review the Annual Report for the CHWD Revenue Refunding Certificates of Participation, Series 2010 and discuss the financial status of the debt financing.

ATTACHMENTS:

1. CHWD Continuing Disclosure Annual Report prepared by Applied Best Practices
2. Debt Service Schedule – pg. 6 of the Official Statement, dated: August 17, 2010, prepared by Southwest Securities, Inc.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

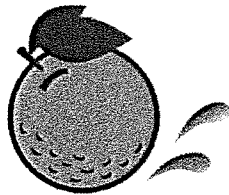
Attachment 1
Continuing Disclosure Annual Report

CONTINUING DISCLOSURE ANNUAL REPORT

FISCAL YEAR ENDED DECEMBER 31, 2015

CITRUS HEIGHTS WATER DISTRICT
REVENUE REFUNDING CERTIFICATES OF
PARTICIPATION, SERIES 2010
(BANK QUALIFIED)

SAN JUAN WATER DISTRICT
REFUNDING REVENUE BONDS
(SAN JUAN AND CITRUS HEIGHTS PROJECT)
SERIES 2012A



**CITRUS
HEIGHTS**

**WATER
DISTRICT**

**CITRUS HEIGHTS
WATER DISTRICT
6230 Sylvan Road
Citrus Heights, CA 95611-0286**

**CITRUS HEIGHTS WATER DISTRICT
REVENUE REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2010
(BANK QUALIFIED)**

<i>MATURITY DATE</i> <i>(October 1)</i>	<i>CUSIP*</i>
2016	177495 AW8
2017	177495 AX6
2018	177495 AY4
2019	177495 AZ1
2020	177495 BA5

**SAN JUAN WATER DISTRICT
REVENUE REFUNDING BONDS
(SAN JUAN AND CITRUS HEIGHTS PROJECTS)
SERIES 2012A**

<i>MATURITY DATE</i> <i>(February 1)</i>	<i>CUSIP*</i>
2017	798326 AE4
2018	798326 AF1
2019	798326 AG9
2020	798326 AH7
2021	798326 AJ3
2022	798326 AK0
2023	798326 AL8
2025	798326 AN4
2033	798326 AM6

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INTRODUCTION

THIS CONTINUING DISCLOSURE ANNUAL REPORT, dated June 24, 2016 (the "Annual Report") has been prepared to satisfy the obligations of the Citrus Heights Water District (the "District").

Definitions

Unless otherwise required, the following are the defined terms for this Annual Report.

2003 Installment Purchase Agreement. 2003 Installment Purchase Agreement means that certain Installment Purchase Agreement, dated as of May 1, 2003, as originally executed by and between the District and the Corporation, and as amended by that certain Amendment No. 1 to Installment Purchase Agreement, dated as of April 1, 2012, by and between the District and the San Juan Suburban Water District Financing Corporation.

2010 Certificates. 2010 Certificates means the Citrus Heights Water District Revenue Refunding Certificates of Participation, Series 2010, executed and delivered on September 1, 2010.

2010 Disclosure Agreement. 2010 Disclosure Agreement means that certain Continuing Disclosure Agreement, dated September 1, 2010, executed by the District in connection with the execution and delivery of the 2010 Certificates.

2010 Installment Purchase Agreement. 2010 Installment Purchase Agreement means that certain Installment Purchase Agreement, dated as of September 1, 2010, by and between the District and the Corporation.

2010 Trust Agreement. 2010 Trust Agreement means that certain Installment Purchase Agreement, dated as of September 1, 2010, by and among the District, the Corporation and Wells Fargo Bank, National Association, as trustee.

2012 Bonds. 2012 Bonds means the San Juan Water District Revenue Refunding Bonds (San Juan and Citrus Heights Project) Series 2012A, issued on May 15, 2012.

2012 Bonds Indenture. 2012 Bonds Indenture means that certain Indenture of Trust, dated as of April 1, 2012, by and between San Juan and MUFG Union Bank, N.A., as trustee.

2012 Disclosure Certificate. 2012 Disclosure Certificate means that certain Amended and Restated Continuing Disclosure Certificate, dated May 15, 2012, executed by the District in connection with the issuance of the 2012 Bonds.

Corporation. Corporation means the Citrus Heights Water District Financing Corporation, a nonprofit public benefit corporation duly organized and existing under the laws of the State of California

Debt Obligations. Debt Obligations means the 2010 Certificates and the 2012 Bonds.

Disclosure Documents. Disclosure Documents means the 2010 Disclosure Agreement and the 2012 Disclosure Certificate.

EMMA. EMMA means the Electronic Municipal Market Access, a service of the Municipal Securities Rulemaking Board.

Fiscal Year. Fiscal Year means the period beginning on January 1 of each year and ending on the last day of December of such year, or any other twelve-month period selected and designated as the official Fiscal Year of the District.

Fitch. Fitch means Fitch Ratings, a subsidiary of the Fitch Group, a joint venture of a jointly owned subsidiary of FIMALAC and Hearst Corporation.

Installment Purchase Agreement or Installment Purchase Agreements. Installment Purchase Agreement or Installment Purchase Agreement means the 2003 Installment Purchase Agreement and the 2010 Installment Purchase Agreement.

Official Statements. Official Statements means that certain Official Statement, dated August 17, 2010, with regards to the 2010 Certificates and that certain Official Statement, dated April 26, 2012 with regards to the 2012 Bonds.

Rate Stabilization Reserve. Rate Stabilization Reserve means the fund by that name established pursuant to the Installment Purchase Agreement.

Rule. Rule means Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

S&P. S&P means Standard & Poor's Ratings Services, a service of Standard & Poor's Financial Services LLC, a division of McGraw Hill Financial.

San Juan. San Juan means the San Juan Water District.

Delivery of the Annual Report

The District has agreed under the Disclosure Documents to provide certain annual financial information and operating data and notices of significant events. These covenants have been made in order to assist the underwriters of the Debt Obligations in complying with the Rule. As provided in Section 3 of the Disclosure Documents, this Annual Report is being prepared for publication with EMMA for the benefit of the owners of the Debt Obligations and the underwriters. Capitalized terms used in the Disclosure Certificates, which are not otherwise defined herein, shall have the respective meaning specified in the Official Statement.

The following is information as required under Section 4 of the Disclosure Documents.

AUDITED FINANCIAL STATEMENTS

The audited financial statements of the District for the Fiscal Year ending December 31, 2015 are attached hereto as Appendix A.

PRINCIPAL AMOUNTS OUTSTANDING

2010 Certificates

As of the date of this Annual Report, the outstanding principal amount on the 2010 Certificates is \$2,530,000.

2012 Bonds

As of the date of this Annual Report, the outstanding principal amount of the 2012 Installment Purchase Agreement attributable to the District in connection with the 2012 Bonds is \$1,950,000.

RESERVE FUND REQUIREMENTS

2010 Certificates

Pursuant to the 2010 Certificates Trust Agreement, the District is required to establish the Reserve Fund (the "2010 Reserve Fund") in an amount equal to \$536,949.37, the 2010 Reserve Fund Requirement. As of the date of this Annual Report, the balance in the Reserve Fund is \$536,963, based on federal costs for portions of certain investments.

2012 Bonds

Pursuant to the 2012 Bonds Indenture, there is no debt service reserve fund.

FINANCIAL INFORMATION AND OPERATING DATA

The Financial Information and Operating Data is a requirement of the Disclosure Documents and it consists of updated versions of the financial information and operating data contained in certain tables within the Official Statements.

Historic Water Deliveries

The following table summarizes historic water deliveries in acre feet for the last Fiscal Year.

CITRUS HEIGHTS WATER DISTRICT HISTORIC WATER DELIVERIES (in acre feet)

<i>Fiscal Year</i>	<i>Treated Water Deliveries</i>	<i>Groundwater Deliveries</i>	<i>Total Water Deliveries</i>
2015	9,132.60	840.87	9,973.47

Source: Citrus Heights Water District.

Historic Service Connections

The following table represents a summary of average service connections to the Water System for the last Fiscal Year.

CITRUS HEIGHTS WATER DISTRICT HISTORIC SERVICE CONNECTIONS

<i>Fiscal Year</i>	<i>Service Connections</i>	<i>Percent Increase/(Decrease)</i>
2015	19,800	0.5%

Source: Citrus Heights Water District.

Historic Water Sales Revenues

The following table shows annual water sale revenues of the District for the last Fiscal Year.

CITRUS HEIGHTS WATER DISTRICT HISTORIC WATER SALES REVENUES

<i>Fiscal Year</i>	<i>Sales Revenues</i>	<i>Percent Increase/(Decrease)</i>
2015	\$ 10,884,550	(15.0)%

Source: Citrus Heights Water District.

Water System Rates and Charges

The table below lists the annual water system rates and the percentage rate increases approved by the Board of Directors of the District for the last two Fiscal Years for single family residences.

CITRUS HEIGHTS WATER DISTRICT WATER SYSTEM RATES AND CHARGES – SINGLE FAMILY RESIDENCES

<i>Fiscal Year</i>	<i>Annual Rate</i>	<i>Percent Increase</i>
2014	\$ 416.28	3.0%
2015	428.80	3.0

Source: Citrus Heights Water District. 1" meter bi-monthly service charge with 20 units of water consumption

Historic Operating Results and Debt Service Coverage

The following table is a summary of operating results for the last five fiscal years. These results have been derived from the District's Financial Statements but exclude certain non-cash items and include certain other adjustments.

CITRUS HEIGHTS WATER DISTRICT HISTORIC OPERATING RESULTS FISCAL YEAR ENDED DECEMBER 31

	<i>2015</i>
Revenues	
Water Sales	\$9,953,864
Capacity Fees, Other Fees and Charges	930,686
Interest Earnings	19,093
Miscellaneous	28,606
Total Revenues	10,932,249
Operation and Maintenance Expenses	
Water Purchases	1,950,627
Pumping & Well Maintenance	132,842
Transmission & Distribution	1,239,387
Administrative and General	2,700,201
Total Operation and Maintenance Expenses	6,023,057
Net Revenues	4,909,192
Rate Stabilization (RS) Reserve	634,000
Net Revenues & RS Reserve	5,543,192
Parity Debt Service	
2010 Installment Purchase Agreement	569,200
2012 Installment Purchase Agreement	167,288
Total Parity Debt Service	736,488
Total Debt Service Coverage	6.67x
Total Debt Service Coverage with RS Reserve	7.53x
Citrus Heights Revenues Available for other Purposes	\$4,172,704

Source: Citrus Heights Water District.

CREDIT RATINGS

For the benefit of Beneficial Owners of the Debt Obligations, the following tables present chronological summaries of the ratings on the Debt Obligations, including the date of a given rating change (if any). Ratings displayed in "bold" indicate a rating change.

2010 Certificates

<i>Date of Rating Changes</i>	<i>Underlying Rating S&P</i>
September 1, 2010 (Date of Delivery)	"AA"

Source: Bloomberg Finance L.P.

2012 Bonds

<i>Date of Rating Changes</i>	<i>Underlying Ratings</i>	
	<i>Fitch</i>	<i>S&P</i>
May 15, 2012 (Date of Delivery)	"AA+"	"AA"
April 8, 2016	"AA"	"AA"

Source: Bloomberg Finance L.P.

CERTAIN DISCLAIMERS

The information contained in this Annual Report expresses only the views of the applicable party. An explanation of the significance of any such information may be obtained from the applicable party; provided, however, that no information provided by any party is incorporated in this Annual Report. The District undertakes no responsibility to oppose any revision or withdrawal of such information contained in this Annual Report.

To the extent the District provides information in this Annual Report, the District is not obligated to present or update information in future Annual Reports. Investors are advised to refer to the applicable Official Statement for the Debt Obligations for information concerning the initial issuance of and security for the Debt Obligations.

By providing the information in this Annual Report, the District does not imply or represent (a) that all information provided in this Annual Report is material to investors' decisions regarding investment in the Debt Obligations, (b) the completeness or accuracy of any financial, operational or other information not included herein or in the Official Statements, (c) that no changes, circumstances or events have occurred since the date of this Annual Report (other than as contained herein), or (d) that no other information exists which may have a bearing on the District's financial condition, the security for the Debt Obligations or an investor's decision to buy, sell or hold the Debt Obligations.

The information set forth in this Annual Report or incorporated in this Annual Report has been furnished by the District and is believed to be accurate and reliable but is not guaranteed as to accuracy or completeness. Statements contained in or incorporated by this Annual Report which involves estimates, forecasts or other matters of opinion, whether or not expressly so described herein, are intended solely as such and are not to be construed as representations of fact. Further, expressions of opinion contained in this Annual Report or incorporated in this Annual Report are subject to change without notice and the delivery of this Annual Report will not, under any circumstances, create any implication that there has been no change in the affairs of the District. The District is relying upon and has not independently confirmed or verified the accuracy or completeness of information provided by others or other information incorporated by reference therein.

No statement contained in this Annual Report should be construed as a prediction or representation about future financial performance of the District. Historical results presented herein may not be indicative of future operating results.

CONCLUSION

The information set forth in this Annual Report has been obtained from sources believed by the District to be reliable.

CITRUS HEIGHTS WATER DISTRICT



Hilary M. Straus
Assistant General Manager/Treasurer

APPENDIX A
AUDITED FINANCIAL STATEMENTS

CITRUS HEIGHTS WATER DISTRICT
BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

Please Refer to CHWD.org for the 2015 audited financial statements

CITRUS HEIGHTS WATER DISTRICT
6230 Sylvan Rd
Citrus Heights, California 95610
(916) 725-6873 – www.chwd.org

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Attachment 2
Debt Service Schedule

DEBT SERVICE SCHEDULE

Set forth below is a schedule of Installment Payments for each annual period ending on October 1 of the years indicated. (Series 2003 Installment Payments, which are payable from Net Revenues on a parity with the Installment Payments, are below under "DISTRICT FINANCIAL INFORMATION—Projected Operating Results and Debt Service Coverages.")

<i>Annual Period (October 1)</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2010	\$ 485,000	\$ 14,275	\$ 499,275
2011	410,000	161,600	571,600
2012	420,000	153,400	573,400
2013	425,000	145,000	570,000
2014	435,000	132,250	567,250
2015	450,000	119,200	569,200
2016	470,000	101,200	571,200
2017	485,000	82,400	567,400
2018	505,000	63,000	568,000
2019	525,000	42,800	567,800
2020	<u>545,000</u>	<u>21,800</u>	<u>566,800</u>
Totals	\$ 5,155,000	\$ 1,036,925	\$ 6,191,925

Source: The District

SECURITY AND SOURCES OF PAYMENT FOR THE 2010 CERTIFICATES

Pledge Under the Installment Purchase Agreement

Pursuant to the Installment Purchase Agreement, all Revenues and all amounts on deposit in the Revenue Fund are irrevocably pledged to the payment of the Series 2010 Installment Payments as provided by the Installment Purchase Agreement and the Revenues will not be used for any other purpose while any of the Series 2010 Installment Payments remain unpaid; provided that out of the Revenues there may be apportioned such sums for such purposes as are expressly permitted by the Installment Purchase Agreement. Such pledge constitutes a first and exclusive lien on Revenues and, subject to application of amounts on deposit therein as permitted by the Installment Purchase Agreement the Revenue Fund and the other funds and accounts created by the Installment Purchase Agreement for the payment of the Series 2010 Installment Payments, the 2003 Installment Payments and all other Contracts and Bonds in accordance with the terms of the Installment Purchase Agreement and the Trust Agreement.

The Series 2010 Installment Payments are payable from Net Revenues, being Revenues of the District remaining after payment of Operation and Maintenance Costs of the Water System. Revenues are defined in the Installment Purchase Agreement to mean, for any fiscal year of the District, all income, rents, rates, fees, charges and other moneys derived from the ownership or operation of the Water System, including, without limiting the generality of the foregoing; (1) all income, rents, rates, fees, charges, business interruption insurance proceeds or other moneys derived by the District from the sale, furnishing and supplying of the water or other services, facilities, and commodities sold, furnished or supplied through the facilities of or in the conduct or operation of the business of the Water System; (2) the earnings on and income derived from the investment of amounts described in the Installment Purchase Agreement and from District reserves; and (3) the proceeds derived by the District directly or indirectly from the sale, lease or other disposition of the Water System; but excluding: (a) customers' deposits or any other deposits or advances subject to refund until such deposits or advances have become the property of the District and (b) any proceeds of taxes or assessments restricted by law to be used by the District to pay bonds or other obligations heretofore or hereafter issued. Revenues shall also include all amounts transferred from the Rate Stabilization Reserve to the Revenue Fund during any Fiscal Year in accordance with the Installment Purchase Agreement and shall not include any

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : July 6, 2016
 PREPARED BY : Robert A. Churchill, General Manager

Upcoming training, continued education and meeting opportunities for Directors and Management Staff for consideration. New items are noted in *bold italics*.

Common Abbreviations:

ACWA	Association of California Water Agencies
ASCE	American Society of Civil Engineers
AWWA	American Water Works Association
CSDA	California Special Districts Association
JPIA	Joint Powers Insurance Authority
WEF	Water Education Foundation

- A. Jul 14 Regional Water Authority (RWA) 15-Year Anniversary Celebration
Sacramento, CA

CHWD has a Reserved Table for 8

Attendees (9): Directors Dains, Sheehan, Riehle
GM Churchill, AGM Straus, PM Dietrich, OM Gordon, WRS Hensley,
ACE Pieri
- B. Sep 28-Oct 1 ASCE National Conference
Portland, OR

Recommended Attendees: GM Churchill
- C. Oct 10-13 CSDA Annual Conference
San Diego, CA

Recommended Attendees:
- D. Oct 24-27 AWWA CA/NV Section Fall Conference
San Diego, CA

Recommended Attendees:
- E. Nov 28-29 ACWA-JPIA Fall Conference
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, IGM Straus

F. Nov 30-Dec 2 ACWA Fall Conference
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, IGM Straus

G. WEF 2016 Water Tours

Oct 19-21 Northern California Tour

Nov 2-3 San Joaquin River Restoration Tour

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : CSDA BOARD OF DIRECTORS ELECTION
 STATUS : Action Item
 REPORT DATE : June 9, 2016
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider casting a vote for the California Special Districts Association (CSDA) Board of Directors.

BACKGROUND AND ANALYSIS:

Please refer to the attached CSDA Ballot Information and Candidate Information Sheets for the following Candidates:

- Paul Green, Director: Rio Linda / Elverta Community Water District
- Gil Albiani, Director: Cosumnes Community Services District
- Ginger Root, Chief Administrative Office / Clerk of the Board: Lincoln Rural County Fire Protection District

RECOMMENDATION:

Cast a vote.

ACTION:

Vote for _____ for Seat B from the Sierra Network on the Board of Directors for of CSDA.

Moved by Director _____, Seconded by Director _____, Carried _____

CSDA BOARD OF DIRECTORS 2016 ELECTION

OFFICIAL BALLOT



**SIERRA
NETWORK**

SEAT B
term ends 2019

Please vote for only one.

- Ginger Root***
Lincoln Rural Fire Protection District
- Gil Albiani**
Cosumnes Community Services District
- Paul Green Jr.**
Rio Linda-Elverta Community Water District

* incumbent running for re-election

All fields must be completed for ballot to be counted

SIGNATURE:	
MEMBER DISTRICT:	DATE:

Must be received by 5pm, August 5, 2016. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2016 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat B and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2016**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2016 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csgda.net with any questions.



California Special
Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Paul R. Green Jr.

District/Company: Rio Linda / Elverta Community Water Dist.

Title: Board member

Elected/Appointed/Staff: Elected -

Length of Service with District: 3 1/2 YRS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

~~YES~~ NO

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA/JPIA, ACWA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO

4. List civic organization involvement:

KVIE CHANNEL 6

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.

Candidate statement for Paul R. Green Jr.

I am running for CSDA Board of Directors Seat B. Please find below information regarding my candidacy:

I would like to become a member of your Board because I feel I have a very well rounded background in many different types of Special Districts. I feel my past experience with the challenges of several types of Special Districts would be useful to your organization. I am retired so I will have the time needed to focus my full attention on the many issues that affect Special Districts. Below is a listing of the more pertinent Boards and committees I have served on:

I currently serve on the following Boards:

- Commissioner, Sacramento County Local Agency Formation Commission (LAFCo)
- Board member, Rio Linda/Elverta Community Water District
- Board member, Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)
- Board member, Sacramento Ground Water Authority (SGA) governing Board.
- Board member, McClellan Restoration Advisory Board

Boards formerly served on:

- California Contractors State License Board
- Grant Joint Union School District
- California Legal Compliance review committee President, North Highlands Visions Task Force North Highlands Recreation and Parks District
- President, Neighborhood accountability Board, North Highlands

Military Service

- Senior Master Sergeant, USAF, Ret. 24 years served.

Captain, On-air Fundraising Committee

KVIE Public Television

October 1994-June 2007 (12 years 9 months) Sacramento, California Area



**California Special
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2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Gil Albani

District/Company: Cosumnes Community Services District

Title: Director of the Board

Elected/Appointed/Staff: Elected

Length of Service with District: 12 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Attended educational events, Legislative Days and a conference in W. Virginia. Limited participation on Legislative Committee.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Board Member, California Association of Realtors, CA National Guard Association.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Board Member, Sacramento Metro Chamber of Commerce. Chaired two Mello Roos Tax Campaigns for the Elk Grove Unified School District (EGUSD). Ran two campaigns for Assembly. Chaired EGUSD Finance Committee.

4. List civic organization involvement:

EGUSD Bond Election, Sacramento County Planning Commission General Plan Committee. Chaired Mercy Foundation, Sacramento Association of Realtors Board, American Lung Association Sacramento, two Capital Campaigns for St. Maria Goretti Church, CA State Fair Board of Directors. Currently member of the Dignity Health Board and serving on Mercy Foundation Board. Former member of the Methodist Hospital Board.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.

Candidate Statement

Gil Albiani
Cosumnes Community Services District – Director of the Board

A sincere thank you to my colleagues on the Cosumnes Community Services District for nominating me for a position on the California Special Districts Association Board.

Thank you also for your consideration and your support.

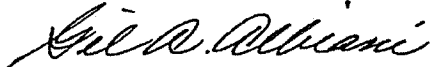
I have served as a Board member of the Cosumnes CSD since 2004 and I am a past President of the Board. I have extensive and varied board member experience, having served on the Board of the California Association of Realtors, the Sacramento Metro Chamber, where I currently serve as a PAC member and Methodist Hospital Sacramento.

I am a past Chair of the California State Fair Board of Directors having been appointed by two separate Governors. I served as President of the Board of the Sacramento Association of Realtors in 1990, the American Lung Association of Sacramento in 1999, and Mercy Foundation in 2004. I currently serve as a Board member of the Dignity Health Sacramento Service Area.

With this varied experience I bring to the position of Board member an understanding of the role a Board member plays. In every position I have been blessed to have served, I have always been looked upon as an idea person. I bring to the position of Board member the wisdom that comes with age, but the energy and enthusiasm of a teenager.

Your vote will be appreciated and you can rest assured that you will never regret it.

Sincerely,





California Special
Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: GINGER ROOT

District/Company: LINCOLN RURAL COUNTY FIRE PROTECTION DISTRICT

Title: CHIEF ADMINISTRATIVE OFFICER / CLERK OF THE BOARD OF DIRECTORS

Elected/Appointed/Staff: APPOINTED

Length of Service with District: 1976 - CURRENT

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

CURRENTLY ON THE BOARD OF DIRECTORS OF CSDA

ATTEND ALL CONFERENCES, LEGISLATIVE DAYS, COMPLETED SDLA

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

TREASURER - SAN JOAQUIN COUNTY FIRE CHIEFS' ASSOCIATION

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

**GINGER ROOT
CLERK OF THE BOARD OF DIRECTORS
AND GENERAL MANAGER / EXECUTIVE OFFICER
CANDIDATE FOR SIERRA NETWORK – SEAT B
CSDA BOARD OF DIRECTORS
COUNTRY CLUB SANITARY DISTRICT
EASTSIDE RURAL FIRE DISTRICT
LINCOLN RURAL FIRE DISTRICT
TRACY RURAL FIRE DISTRICT
TUXEDO COUNTRY CLUB RURAL FIRE DISTRICT
4330 NORTH PERSHING AVENUE, SUITE B-1
STOCKTON, CALIFORNIA 95207-6965
(209) 956-3516**

.....
I have served eight years as a member of the CSDA Board of Directors. I am currently on the CSDA Fiscal Committee and the Audit Committee. I want to continue to serve you as a Director.

I bring fiscal, budget, and financial knowledge to the Board. I am detail oriented and research oriented. The five Districts I work with are in stable financial positions.

All five of my five Districts are members of California Special Districts Association. Those Boards of Directors nominated me for the position of Director of CSDA. I have been working with Special Districts for twenty-seven years as an independent contractor, and prior to that, I was a staff accountant for a CPA firm with Special Districts as my specialty.

I attend and support CSDA functions as a representative of my Boards of Directors. In addition, I will represent you.

I have a strong commitment to community service

If you have any questions, please call me at the above telephone number.

I would appreciate your vote.

Thank you,

Ginger Root

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : SACRAMENTO COUNTY PROPOSED TRENCH RESTORATION REVISION
 STATUS : Information Item
 REPORT DATE : July 6, 2016
 PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

Receive information about the recent proposed revisions to the Sacramento County standard detail requirements for trench restoration.

BACKGROUND AND ANALYSIS:

On May 10, 2016 the Sacramento County Board of Supervisors elected to suspend the Action Item for approval of their proposed/revised trench restoration standards. The proposed revisions would change the typical pipeline trench pavement restoration width from 5.3-feet to 12.5-feet and the typical water service trench pavement restoration width from 4.8-feet to 30-feet. The Item was suspended until the May 24, 2016 meeting and subsequently suspended until the upcoming August 9, 2016 meeting. The Board of Supervisors did not want to move for approval without outreach to affected public and private utility parties.

On June 9, 2016, Michael Penrose, Sacramento County Director of the Department of Transportation, met with a small number of members of a committee formed by all of the affected public and private agencies that are opposed to the proposed trench restoration standards. A follow-up meeting with Mr. Penrose is scheduled for July 13, 2016. It is unknown what the outcome will be from this meeting with Mr. Penrose and the Utilities Work Group Committee.

The estimated financial impacts to the District are as follows:

	2015 CIP Paving Costs	Future CIP yearly Costs
Current Standard	\$ 263,757	\$ 625,025
Proposed Standard	\$ 840,314	\$ 1,957,650
Difference	\$ 576,557	\$ 1,332,625

Using the 2016 Budget:

The **PROPOSED** trench restoration requirements would increase the District's CIP Budget by: **37%**

The **PROPOSED** trench restoration requirements would increase the District's Overall Budget by: **9%**

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : PUBLIC EMPLOYEE RETIREMENT AND SUCCESSION—EMPLOYMENT AGREEMENT FOR GENERAL MANAGER
 STATUS : Action Item
 REPORT DATE : June 27, 2016
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider approving a General Manager's Employment Agreement with Assistant General Manager Hilary Straus, who has been selected by the Board of Directors to succeed me as General Manager.

BACKGROUND AND ANALYSIS:

As a result of an interview process with Assistant General Manager (AGM) Hilary Straus, on May 10, 2016, the Board of Directors selected Mr. Straus to succeed me as General Manager upon my retirement on November 17, 2016. Additionally on May 10th, the Board provided direction to develop a General Manager's Employment Agreement with AGM Straus for Board review/consideration on June 14, 2016 in closed session, and for discussion/possible action for approval in open session on July 12, 2016. The Board reviewed the proposed Agreement in closed session on June 14, 2016, and the Agreement is agendaized for Board consideration on the evening of July 12th. If approved, the Agreement term would become effective on November 18, 2016, the day following my retirement.

In developing the proposed Employment Agreement, the new Department Heads employment agreement template was used but modified, and some key provisions, highlighted below, were incorporated from my General Manager's Employment Agreement. Further, special counsel Paul Phillips has reviewed and edited the proposed Employment Agreement accompanying this staff report.

On behalf of the District, I have negotiated the following key terms and conditions included in the Employment Agreement, and I am recommending their approval by the Board. Mr. Straus has reviewed these terms and conditions, and has agreed to them. These key terms are:

- Reiterates and clarifies "At-Will" status; eliminates lack of clarity that was previously found in the District's current Human Resource Policies;
- Provides that Mr. Straus will carry the title "Interim General Manager" during the first six months of the term of the Agreement. Though there is no probationary period, as Mr. Straus will be an at-will employee, consistent with Mr. Straus' proposal to the Board, the Interim title is included during Mr. Straus' first six months of employment as General Manager. The Agreement specifies that on May 16, 2017, the Board may opt to meet with Mr. Straus to provide him with a performance evaluation, (or not as it so chooses), and at that time, should Mr. Straus' performance be acceptable to the Board, the term "Interim" will be removed from the title "General Manager." No automatic base pay adjustment is provided for enactment in May 2016, other than that the Agreement provides that base pay may be adjusted at any time by the Board, subject to provisions in Sections 3(g)(ii), 4(a) and 4(b);

- Provides a starting base salary with an hourly rate of \$76.93 per hour (\$13,333.53 per month or \$160,001.44 per year). This is an appropriate starting salary given several factors, including: 1) Bryce Consulting's survey of the comparable labor market; 2) it reflects an appropriate spread from my current retiring salary of \$182,270, which is at the top of the range, reflecting my long-tenure as General Manager; 3) it reflects Mr. Straus' previous executive management and leadership experience as a City Manager and as a City Administrator for two full service cities, as an Assistant City Manager for the City of South Pasadena, Deputy City Manager/Community Development Director for the City of Hanford, Assistant to the City Manager at the City of Citrus Heights and as Assistant General Manager at Citrus Heights Water District; 4) Mr. Straus' long tenure working in and familiarity with the Citrus Heights community; and, 5) Mr. Straus' 20 years of local government administration experience;
- Provides for a term life insurance policy of one million dollars, consistent with the benefit provided in my Employment Agreement. The only difference is that given Mr. Straus' age, a longer term life insurance policy benefit is provided for of twenty years. This benefit is provided in Section 4(c)(i);
- Addresses cell phone usage policy and related reimbursement/cost recovery. Funding for a cell phone per diem is included in the 2016 operating budget. This is a provision provided to Department Heads, and is also extended to the General Manager through Section 4(d);
- Support for professional development as provided for in my Employment Agreement through Section 4(f). The only difference is Mr. Straus is requesting that a specific provision be added that the District pay for Mr. Straus' annual membership to the International City/County Management Association (ICMA). ICMA provides leadership training and networking for local government professionals for cities, counties and special districts. Mr. Straus has been an ICMA for all twenty years of his tenure in local government and has found ICMA to be a valuable resource. This benefit is not at the exclusion of other professional development memberships;
- Provides for a District-assigned vehicle, consistent with the provision in my Employment Agreement through Section 4(g);
- Provides a severance provision of twelve (12) months of salary should a "Without-Cause" separation occur at the Board's sole discretion for Mr. Straus to consider. In exchange for receiving severance, Mr. Straus would have to agree to sign a Comprehensive General Release and Settlement Agreement with the District, waiving any further rights and claims. This severance provision is common in Employment Agreements of this type, and is provided in recognition that the General Manager position reports directly to elected officials with the potential for turn-over on the Board of Directors as often as every two years. The separation and severance provision are specified in Section 5 and Exhibit C of the Agreement.

RECOMMENDATION:

Approve the terms and condition as presented, and to which Mr. Straus has reviewed and agreed. Should the Board approve the Employment Agreement on July 12th, it will be become effective upon my retirement on November 18, 2016.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT

EMPLOYMENT AGREEMENT FOR GENERAL MANAGER

This Employment Agreement effective November 18, 2016 pursuant to final execution by all parties, is between the **Citrus Heights Water District**, a public agency (“the DISTRICT”), and **Hilary Melvin George Straus**, an individual (“EMPLOYEE”), and is intended to establish compensation, benefits and terms and conditions of employment for General Manager. The Citrus Heights Board of Directors has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as a General Manager, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the Board of Directors, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of General Manager.

RECITALS

WHEREAS, the DISTRICT desires to retain the service of EMPLOYEE as General Manager of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

WHEREAS, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

WHEREAS, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended by the DISTRICT's Board of Directors from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended by the DISTRICT's Board of Directors from time to time, attached hereto and incorporated herein by reference; and

WHEREAS, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

WHEREAS, EMPLOYEE desires to accept employment with the DISTRICT in the position specified above.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. TERM. The term of this Employment Agreement shall commence on Friday, November 18, 2016 at 12:00 AM, and after being executed by EMPLOYEE and approved and executed by the Board of Directors. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

2. AT-WILL EMPLOYMENT. EMPLOYEE acknowledges that he is an at-will EMPLOYEE who shall serve at the pleasure of the Board of Directors at all times during the period of his service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the Board of Directors to terminate his employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its Board of Directors to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

3. DUTIES AND RESPONSIBILITIES.

(a) Appointment—Interim and Regular General Manager. Upon execution of this Employment Agreement, EMPLOYEE will have the title of “Interim General Manager” for a period of six months, ending May 16, 2017. The Board of Directors may choose to conduct a six month performance evaluation of EMPLOYEE, and assuming that the Board is satisfied with EMPLOYEE’s performance (i.e., EMPLOYEE is continuing employment with the DISTRICT in good standing), the title “Interim” in “Interim General Manager” will be removed from EMPLOYEE’s title. Alternatively, the Board of Directors may choose not to conduct a performance evaluation on May 16, 2017, in which case the “Interim” designation will be removed from EMPLOYEE’s title at that time.

(b) Duties. EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of General Manager, as described in the job description for the General Manager position, as adopted and amended from time to time by the DISTRICT’s Board of Directors, and such other duties and responsibilities as may be assigned in writing by the Board of Directors. The current job description for General Manager is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he meets the qualifications for employment as stated in said Exhibit A.

(c) Accountability. EMPLOYEE shall provide service at the direction of and under the supervision of the Board of Directors. EMPLOYEE shall report directly to the Board of Directors and will give a report of his activities on a periodic basis to the Board of Directors.

(d) Job Position. EMPLOYEE shall serve as General Manager, and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the Board of Directors for the proper administration of the duties and responsibilities required of General Manager.

(e) Work Hours. EMPLOYEE agrees to dedicate his full time and attention to the discharge of General Manager's duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of General Manager, regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of General Manager may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

(f) Other Activities. EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors or other DISTRICT employees.

Except upon the prior documented consent of the Board of Directors, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon General Manager's time and attention, EMPLOYEE shall disclose in confidence to the Board of Directors of the nature and scope of any other business activity in which he is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

(g) Performance Evaluation. The Board of Directors shall provide EMPLOYEE with an evaluation of his performance annually or more frequently at its sole discretion. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

- (i) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the Board of Directors, the Board of Directors shall provide EMPLOYEE with a written summary of the goals he is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall

further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager. It is understood that the DISTRICT's Strategic Plan, updated annually, may satisfy the requirements of this section.

- (ii) Rewards and Recognition. At the discretion of the Board of Directors, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the Board of Directors at its sole discretion.

(h) Other Terms and Conditions of Employment. EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

4. COMPENSATION AND BENEFITS. In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive/Managers of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the Personnel policies, procedures, ordinances and resolution, the terms of this Employment Agreement will prevail.

(a) Salary. During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. EMPLOYEE may receive salary merit increases at the discretion of the Board of Directors; however, EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for General Manager; by (3) an amount determined pursuant to a total compensation survey of similar positions; or by (4) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

(b) Rewards and Recognition. At the discretion of the Board of Directors, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the Board of Directors at its sole discretion.

(c) Benefits. EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive/Manager class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(i) In addition to the benefits afforded above, EMPLOYEE shall be provided with a term life insurance policy in the amount of \$1,000,000 (One Million Dollars) with the premiums to be fully paid by the District for a period of twenty (20) years from the date of the issuance of an in-force insurance policy. This provision shall survive the Conclusion of Employment if said Conclusion occurs at any time during the aforementioned twenty (20) year period. The beneficiary(ies) of said insurance policy will be determined by EMPLOYEE.

(d) Cellular Telephone or Cellular Telephone per Diem. EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business, or if EMPLOYEE elects to use his personal phone, EMPLOYEE shall receive a cell phone per diem pursuant to DISTRICT Policy. The EMPLOYEE's use of, cost to and compensation for a DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) Expenses. EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties and responsibilities as General Manager to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.

(f) Professional Activity and Development. The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, subject to available funds. Further, DISTRICT agrees to pay for EMPLOYEE's annual membership dues to the International City/County Management Association (ICMA), a professional development and leadership organization whose membership includes local government executives in cities, counties and special districts.

(g) Vehicle. EMPLOYEE's duties require that he shall have the exclusive use of a vehicle provided to him by the DISTRICT for business purposes and reasonable personal use, at all times during his employment with the DISTRICT. The DISTRICT shall be responsible for paying all liability, property damage, and comprehensive insurance consistent with the DISTRICT's coverage of other vehicles, and for the purchase, operation, maintenance, repair, and replacement of said vehicle. The DISTRICT agrees to replace the vehicle within a reasonable timeframe subject to DISTRICT Policies and Procedures and subject to the mutual agreement of the DISTRICT and EMPLOYEE.

5. CONCLUSION OF EMPLOYMENT. This Employment Agreement may be concluded in any one of the following ways:

(a) By the DISTRICT Without “Cause.” The Board of Directors as a majority has the authority, at its sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without “cause” at any time.

(b) By the DISTRICT for “Cause.” The Board of Directors may terminate EMPLOYEE from employment with the DISTRICT for “cause” at any time. Said termination of employment shall be for “cause” if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

(c) By Mutual Agreement. At any time, the DISTRICT and EMPLOYEE may conclude this Employment Agreement by mutual agreement, expressed in writing.

(d) By EMPLOYEE. At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his employment with the DISTRICT by providing the Board of Directors with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

(e) Obligations at the Conclusion of Employment.

- (i) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the Employment Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.
- (ii) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.
- (iii) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.

- (iv) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

(f) Severance Pay. In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to twelve (12) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance.

Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other State or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

6. INDEMNIFICATION. The DISTRICT shall defend, hold harmless and indemnify EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

7. AMENDMENTS. This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further

exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

8. EXHIBITS. The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Job Description for General Manager
- Exhibit B: Regular Salary Compensation
- Exhibit C: Comprehensive General Release and Severance Agreement

9. ENTIRE AGREEMENT. This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other Executive/Manager Employment Agreements, contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect as of the effective date of this Agreement.

10. NOTICES. Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the EMPLOYEE. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:
6230 Sylvan Road
Citrus Heights, California 95610-5615
Fax: (916) 725-0345

EMPLOYEE's Notice Address:
1009 Leven Court
Folsom, CA 95630

11. WAIVER. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

12. SUCCESSORS AND ASSIGNS. This Employment Agreement is personal to EMPLOYEE. He may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. CONSTRUCTION AND INTERPRETATION. The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

14. ACTION BY THE DISTRICT. All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion,

consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

15. SEVERABILITY. If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

16. POTENTIAL LITIGATION. The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

17. GOVERNING LAW. This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

18. ATTORNEY'S FEES. If any legal action or proceeding is brought to enforce or interpret this Employment Agreement, the prevailing party, as determined by the court, shall be entitled to recover from the other party all reasonable costs and attorney's fees, including such fees and costs as may be incurred in enforcing any judgment or order entered in any such action.

19. ACKNOWLEDGMENT. EMPLOYEE acknowledges that he has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he has read and understands this Employment Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

20. EXECUTION. The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

CITRUS HEIGHTS WATER DISTRICT

_____	_____
By: Allen B. Dains President, Board of Directors	Date

EMPLOYEE

_____	_____
By: Hilary M. Straus	Date

CITRUS HEIGHTS WATER DISTRICT

EXECUTIVE/MANAGER EMPLOYMENT AGREEMENT

EXHIBIT A

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : JOB DESCRIPTION FOR GENERAL MANAGER
POLICY NUMBER : 4090.20.01
DATE ADOPTED : MAY 12, 2009
DATE AMENDED : AUGUST 9, 2011
AMENDMENTS :
JOB CLASS : EXECUTIVE / MANAGER

4090.20.01 JOB DEFINITION

Under policy direction of the Board of Directors, the General Manager is in charge of planning, organizing, directing and reviewing the operational, administrative, public relations, human resources, fiscal and general activities of the District; plans, organizes, directs and supervises the engineering operations and functions of the District; is responsible for employer/employee relations; and does other related duties as required.

Examples of Duties

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Serves as the Executive Officer for the District.
- Serves as the District Secretary, subject to appointment by the Board of Directors.
- Serves as the District's representative to local, regional and statewide organizations as appointed by the Board of Directors.
- Builds and maintains positive working relationships with the public, other water agencies and government entities.
- Directs the planning and implementation of District programs relating to the cost-effective production, treatment and distribution of water to District consumers.
- Provides direction on the development, implementation and evaluation of District programs, goals, objectives, policies and procedures.
- Represents the Board of Directors' policies and programs with employees, residents, rate-payers and the community.
- Oversees development of the agenda for Board of Directors meetings and prepares recommendations for action by the Board of Directors.
- Prepares annual budget and rate schedules for approval by the Board of Directors and administers same upon adoption.

- Administers and monitors District contracts and agreements with consultants, contractors, vendors and service providers.
- Oversees District human resources matters, including employment procedures, training, grievances, affirmative action, classification and pay and employer/employee relations.
- Conducts salary reviews and studies and prepares salary schedule adjustment recommendations for approval by the Board of Directors.
- Prescribes the duties of employees and assistants including delegation of responsibility to subordinate supervisors consistent with District policy.
- Provides supervision, training and performance evaluations for subordinate staff.
- Confers with Department Managers regarding District administrative and operational needs, goals and objectives.
- Directs the preparation of plans and specifications for projects to be undertaken by the District.
- Directs the review and approval of private and other government agency plans as submitted for construction.

Employment Standards

Knowledge of:

- Operations, procedures, policies and precedents of the District.
- Principles and practices of public administration including administrative analysis, fiscal planning and control, and policy and program development.
- Laws, rules, ordinances and legislative processes controlling District functions, programs and operations.
- Organization, management, operations and community relations practices of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Methods used in the design, construction, operation and maintenance of water facilities and systems.
- Cost estimating and contract administration.
- Public human resources administration, affirmative action and employer/employee relations.
- Principles, methods and practices of personnel supervision, training, evaluation, discipline and management.
- Principles, methods and practices related to job safety.

Ability to:

- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize and analyze data on a variety of topics.
- Prepare concise and comprehensive written reports.
- Communicate effectively during oral public presentations.
- Exercise leadership, authority and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs and services.

- Provide advice and consultation to the Board of Directors on the development of goals, objectives, programs, ordinances, policies and procedures.
- Effectively represent the District's policies, programs and services with individual citizens, community groups and other government organizations.
- Safely operate motor vehicles.

Typical Physical Activities

- Communicates orally with members of the District's Board of Directors, District staff and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers and applicable software, copiers and facsimile machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.
- Travels by airplane and motor vehicle in conducting District business.
- Operates a District vehicle when conducting District business.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours.

Qualifying Education and Experience

Any combination of education and experience that has led to the acquisition of the essential knowledge, and abilities is qualifying. Typical ways to obtain the knowledge-and abilities would be:

Education: A Bachelor's Degree with major course work in Public Administration, Business Administration, Engineering or a closely related field from an accredited university or college. Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

Experience: Twelve (12) or more years of increasingly responsible work experience in the field of water utility and public agency administration, management or operations, requiring the responsibility for the formulation and implementation of programs, budgets and administrative operations with at least five (5) years of experience in a management or supervisory capacity.

Certificate, License and Registration Requirements

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

CITRUS HEIGHTS WATER DISTRICT

EMPLOYMENT AGREEMENT

EXHIBIT B

REGULAR SALARY COMPENSATION FOR GENERAL MANAGER

Salary: \$ 76.93 per hour
 \$ 13,334.53 per month
 \$ 160,001.44 per year

The Regular Salary Range for this position is from a monthly base of \$134,721.60 (\$64.77 per hour) to a monthly maximum of \$182,270.40 (\$87.63 per hour) pursuant to the District's Salary Schedule effective Jan 11, 2016.

Effective Date for Regular Salary Compensation: November 21, 2016

Payroll Authorization: _____
By: Allen B. Dains _____
 President, Board of Directors Date

CITRUS HEIGHTS WATER DISTRICT

EMPLOYMENT AGREEMENT

EXHIBIT C

COMPREHENSIVE GENERAL RELEASE AND SEVERANCE AGREEMENT

Severance Pay. In the event EMPLOYEE is terminated without "cause," as determined by the Board of Directors in its sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to twelve (12) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for "cause", the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE's employment with the DISTRICT and/or the termination thereof as provided for herein. EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he will not seek any further compensation for other claimed damage, costs, or attorney's fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar federal and State laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful

termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, or health insurance, or any other EMPLOYEE benefits. In accordance with Section 4(c)(i) of the Agreement, EMPLOYEE life insurance policy benefit shall remain in effect past the term of this Agreement.

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER'S REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : PROJECT MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : July 6, 2016
 PREPARED BY : Paul A. Dietrich, Project Manager

Significant assignments and activities for the Project Manager (PM) and District engineering, construction inspection, and geographical information system maintenance staff are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

Recent additions to the District's water distribution system that were constructed by independent State Licensed contractors on behalf of private developers / owners, inspected by the District and formally accepted:

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>Village at Fair Oaks</i>	<i>1,253 l.f.</i>	<i>8-Inch PVC Water Main</i>	<i>\$235,435.00</i>
<i>55 Condominiums</i>	<i>112 l.f.</i>	<i>8-Inch DIP Water Main</i>	
<i>(2015-53)</i>	<i>236 l.f.</i>	<i>6-Inch DIP Water Main</i>	
	<i>457 l.f.</i>	<i>4-Inch PVC Water Main</i>	
	<i>11</i>	<i>8-Inch Gate Valve</i>	
	<i>8</i>	<i>6-Inch Gate Valve</i>	
	<i>7</i>	<i>Steamer Fire Hydrant</i>	
	<i>55</i>	<i>1-Inch Metered Water Service</i>	
	<i>1</i>	<i>1 1/2" Metered Irrigation Service</i>	
	<i>4</i>	<i>1-inch Air/Vacuum Valve</i>	
	<i>5</i>	<i>2-Inch Blow Off Valve</i>	

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

Water distribution system facilities currently under construction by independent State Licensed contractors on behalf of private developers / owners requiring District inspection:

<u>Project</u>	<u>Location</u>	<u>Status</u>
<i>McDonalds</i> <i>(2015-60)</i>	<i>5402 Sunrise Blvd</i>	<i>30% Complete</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	30% Complete
Citrus Heights City Hall (2015-54)	6350 Fountain Square Dr	80% Complete
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	70% Complete
Dundee Estates 3 Lot Subdivision (2015-58)	Mariposa Ave @ Highland Ave	98% Complete
California American Water Co. San Juan Avenue Tank - Intertie and Water Service (2015-39)	5444 San Juan Ave	98% Complete
Capitol Nursery Plaza Commercial Center (2015-50)	Sunrise Blvd @ Madison Ave	Substantially Complete
Sylvan Middle School (2015-63)	7085 Auburn Blvd	Substantially Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
<i>Dignity Health Building</i> <i>(2015-55)</i>	<i>7115 Greenback Ln</i>	<i>Awaiting System Construction</i>
Bearpaw Expansion Commercial Building (2015-59)	7524 Old Auburn Rd	Awaiting System Construction
Louis-Orlando Bus Transfer Point (2015-66)	Louis Ln @ Orlando Ave	Awaiting System Construction
Meier Estates 7 Lot Subdivision (2015-68)	North Sims Way	Awaiting System Construction

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

Project Plans and Contracts currently under review and development by the Engineering Department:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	Agreement – 99% Plans – 95% Cost Estimate – 90%
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	Agreement – 99% Plans – 95% Cost Estimate – 90%
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	Agreement – 99% Plans – 95% Cost Estimate – 90%
Baird Way 12” Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	90% Plan Review Underway

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mariposa Ave Civil Engineering Construction (2016-30)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	30% Complete

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

City of Citrus Heights Projects requiring coordination and inspection by the District:

None

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : July 3, 2016

BLOW OFF FLUSH: (1)

June 1, 2016 8417 MANSFIELD DR

BLOW OFF INSTALL: (1)

June 1, 2016 5794 HOFFMAN LN

BLOW OFF LOCATE: (5)

June 6, 2016 7135 MARIPOSA AVE
 June 6, 2016 7664 OLD AUBURN RD
 June 6, 2016 7601 EICH RD
 June 7, 2016 8144 WACHTEL WAY
 June 14, 2016 7817/49 OLD AUBURN RD

BLOW OFF REPLACEMENT: (1)

June 15, 2016 8523 ROBIE WAY

CONTRACTOR - BACKFLOW INSTALL: (1)

June 15, 2016 5402 SUNRISE BLVD

CONTRACTOR - FIRE SPRINKLER RPDA INSTALL: (1)

June 15, 2016 5402 SUNRISE BLVD

HYDRANT REPAIR: (2)

June 7, 2016 8123 SUNRISE BLVD
 June 9, 2016 8360 STRENG AVE

MAIN REPAIR: (2)

June 7, 2016 8053 HOOPES DR
 June 15, 2016 7726 TWIN OAKS AVE

METER BOX MAINTENANCE: (1)

June 15, 2016 6609 PENNEY WAY

POT HOLE MAIN: (1)

June 27, 2016 LIMERICK WAY GALWAY CT TIPPERARY WAY & DUBLIN WAY

RADIO READ METER INSTALL: (7)

June 1, 2016	6468 BRANDO LOOP
June 15, 2016	6434 BRANDO LOOP
June 15, 2016	6430 BRANDO LOOP
June 15, 2016	6428 BRANDO LOOP
June 21, 2016	6418 BRANDO LOOP
June 21, 2016	6422 BRANDO LOOP
June 21, 2016	6424 BRANDO LOOP

RADIO READ MIU R900 CHANGE OUT: (7)

June 1, 2016	7675 COOK AVE
June 1, 2016	7599 COOK AVE
June 1, 2016	7456 GARDEN MEADOW LN
June 2, 2016	7324 KILBORN DR
June 2, 2016	7669 OLD AUBURN RD
June 6, 2016	5716 DEEDIE AVE
June 29, 2016	8043 GLEN BRIAR DR

RAISE/LOWER METER & SETTER: (1)

June 7, 2016	8162 STRENG AVE
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REGISTER CHANGE OUT: (16)

June 7, 2016	7577 WICKHAM DR
June 7, 2016	7459 KANAI AVE
June 13, 2016	7944/52 AUBURN BLVD
June 13, 2016	7420 WOODSIDE DR
June 14, 2016	7231 CINNAMON CIR
June 14, 2016	7300 SPICER DR
June 20, 2016	5262 SANDSTONE ST
June 23, 2016	7838 GLEN ECHO ST
June 23, 2016	7943 GLEN STONE AVE
June 23, 2016	8019 GARRY OAK DR
June 23, 2016	8218 GARRY OAK DR
June 23, 2016	8055 KEESEE WAY
June 29, 2016	8713 OAK AVE
June 30, 2016	8212 GREENLAND CT
June 30, 2016	7510 CREEKRIDGE LN
June 30, 2016	7824 MICHIGAN DR

RELOCATE SERV & METER: (1)

June 1, 2016	5796 HOFFMAN LN
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SERVICE RAISE/LOWER: (2)

June 13, 2016	8225 ALBA CT
June 13, 2016	6112 RITA LOU WAY

SERVICE REPAIR: (1)

June 13, 2016	8637 EL SOBRANTE WAY
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SERVICE REPLACEMENT: (6)

June 2, 2016	8308 BERMAN WALK WAY
June 2, 2016	8312 BERMAN WALK WAY
June 14, 2016	8388 ALATERNA CT
June 14, 2016	8392 ALATERNA CT
June 21, 2016	6773 AURELIUS WAY
June 28, 2016	7516 WISCONSIN DR

SERVICE/SADDLE REPLACEMENT: (19)

June 1, 2016	8436 MANSFIELD DR
June 1, 2016	8440 MANSFIELD DR
June 2, 2016	8168 STACEY HILLS DR
June 2, 2016	8164 STACEY HILLS DR
June 6, 2016	8176 LAURALYN WAY
June 7, 2016	7401 PENNINGTON WAY
June 7, 2016	7413 PENNINGTON WAY
June 7, 2016	7412 PENNINGTON WAY
June 8, 2016	7400 PENNINGTON WAY
June 9, 2016	7553/55 GALLANT CIR
June 9, 2016	7560/62 GALLANT CIR
June 9, 2016	7554/56 GALLANT CIR
June 9, 2016	7557/59 GALLANT CIR
June 20, 2016	7668 RENO LN
June 21, 2016	8432 APLITE CT
June 23, 2016	5794 HOFFMAN LN
June 27, 2016	7413/15 GALLANT CIR
June 27, 2016	7417/19 GALLANT CIR
June 30, 2016	8232 BLUE OAK WAY

VALVE EXERCISE: (107)

June 6, 2016	6900 PALM AVE
June 6, 2016	6701 MANILA AVE
June 8, 2016	6601 BUSH WAY
June 8, 2016	5723 ENSIGN ST
June 8, 2016	5723 ENSIGN ST
June 8, 2016	5713 ENSIGN ST
June 8, 2016	6801 ANCHOR CIR
June 8, 2016	5701 ENSIGN ST
June 8, 2016	6703 ADMIRAL AVE
June 8, 2016	6828 PALM AVE
June 8, 2016	6701 ADMIRAL AVE
June 13, 2016	6716 MADISON AVE
June 13, 2016	6706 PALM AVE
June 13, 2016	6706 PALM AVE
June 13, 2016	6701 PALM AVE
June 13, 2016	5393 SABLEWOOD LN

June 13, 2016	5301 SABLEWOOD LN
June 13, 2016	5393 SABLEWOOD LN
June 13, 2016	5314 SABLEWOOD LN
June 13, 2016	5381 SABLEWOOD LN
June 13, 2016	5365 SABLEWOOD LN
June 13, 2016	5349 SABLEWOOD LN
June 13, 2016	5349 SABLEWOOD LN
June 13, 2016	5347 SABLEWOOD LN
June 13, 2016	5332 SABLEWOOD LN
June 13, 2016	6601 BUSH WAY
June 13, 2016	6601 BUSH WAY
June 13, 2016	5213 BUSH WAY
June 13, 2016	5254 DEWEY DR
June 13, 2016	6901 PALMDELL WAY
June 13, 2016	5121 NORTH SIMS WAY
June 13, 2016	6930 PALMDELL WAY
June 13, 2016	5065 PAPAYA DR
June 13, 2016	5065 PAPAYA DR
June 14, 2016	6946 PALMDELL WAY
June 14, 2016	5109 PAPAYA DR
June 14, 2016	6900 PINTADO CT
June 14, 2016	5125 PAPAYA DR
June 14, 2016	5124 PAPAYA DR
June 14, 2016	6950 PAMPAS WAY
June 14, 2016	6942 PALM AVE
June 14, 2016	5141 PAPAYA DR
June 14, 2016	5141 PAPAYA DR
June 14, 2016	6918 PALM AVE
June 14, 2016	6918 PALM AVE
June 14, 2016	6918 PALM AVE
June 14, 2016	6900 PALM AVE
June 14, 2016	5340 PACIFIC PALM CT
June 14, 2016	5349 PACIFIC PALM CT
June 14, 2016	6900 MADISON AVE
June 14, 2016	5333 LEAVITT WAY
June 14, 2016	5332 LEAVITT WAY
June 14, 2016	5395 ELSINORE WAY
June 14, 2016	5394 CASTLE ST
June 14, 2016	7033 INDIGO CT
June 14, 2016	5347 CASTLE ST
June 14, 2016	5335 CASTLE ST
June 14, 2016	7032 PALM AVE
June 14, 2016	7032 PALM AVE
June 14, 2016	7044 PALM AVE
June 14, 2016	7044 PALM AVE
June 14, 2016	7130 PALM AVE

June 14, 2016	7130 PALM AVE
June 14, 2016	7130 PALM AVE
June 14, 2016	5212 CASTLE ST
June 14, 2016	5212 CASTLE ST
June 14, 2016	5213 CASTLE ST
June 14, 2016	5213 CASTLE ST
June 15, 2016	7200 COYLE CREEK CIR
June 15, 2016	7200 COYLE CREEK CIR
June 15, 2016	7200 COYLE CREEK CIR
June 15, 2016	7200 COYLE CREEK CIR
June 15, 2016	7200 COYLE CREEK CIR
June 15, 2016	7200 COYLE CREEK CIR
June 15, 2016	7332 KILBORN DR
June 15, 2016	7332 KILBORN DR
June 15, 2016	7200 MADISON AVE
June 15, 2016	7033 PALMDELL WAY
June 15, 2016	6962 PAMPAS WAY
June 15, 2016	7014 PALMDELL WAY
June 15, 2016	7101 LIME GROVE WAY
June 15, 2016	5220 DOVE DR
June 16, 2016	5200 BE LAZY CT
June 16, 2016	7160 GAIL WAY
June 16, 2016	7200 GAIL WAY
June 16, 2016	7200 GAIL WAY
June 16, 2016	7224 GAIL WAY
June 21, 2016	7300 GAIL WAY
June 21, 2016	7330 PALM AVE
June 21, 2016	7348 PALM AVE
June 21, 2016	7348 PALM AVE
June 21, 2016	7348 PALM AVE
June 21, 2016	7348 PALM AVE
June 21, 2016	7348 PALM AVE
June 21, 2016	5167 GAIL WAY
June 22, 2016	5167 SAN JUAN AVE
June 22, 2016	7332 GAIL WAY
June 23, 2016	7352 KILBORN DR
June 23, 2016	7352 KILBORN DR
June 23, 2016	7350 MADISON AVE
June 23, 2016	7364 KILBORN DR
June 23, 2016	7364 KILBORN DR
June 27, 2016	5300 DIVOT CIR
June 27, 2016	5320 DIVOT CIR
June 27, 2016	5332 DIVOT CIR
June 27, 2016	5343 DIVOT CIR

VALVE LOCATE: (3)

June 27, 2016

7982 WAPITI PL

June 27, 2016

8729 SHOSHONE WAY

June 28, 2016

7905 GREENBACK LN

Total Count: 186

WATER ANALYSIS REPORTS:

Bacteriological testing has met all California Department of Public Health requirements.

72 samples were collected with no positive results.

CITRUS HEIGHTS WATER DISTRICT
OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS
JULY 12, 2016 REGULAR BOARD MEETING

SUBJECT : 2016 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : July 6, 2016
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

OBJECTIVE:

Report on annual water supply including comparison with prior years and current 5 - 10% voluntary reduction directive.

Month	2013	2014	2015	2016				Year-to-Date Comparison to 2013	
	acre feet			Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual		
	Jan	602.52	602.39	570.05	463.53	76.07	539.60	539.60	-62.92
Feb	606.36	450.96	511.52	387.51	97.02	484.53	1,024.13	-184.75	-15.3%
Mar	819.55	612.20	725.95	442.62	74.94	517.56	1,541.69	-486.74	-24.0%
Apr	1,029.73	737.30	761.02	609.95	67.86	677.81	2,219.50	-838.66	-27.4%
May	1,603.43	1,190.07	869.08	882.03	97.46	979.49	3,198.99	-1,462.60	-31.4%
Jun	1,816.73	1,548.66	1,065.10	1,270.95	72.81	1,343.76	4,542.75	-1,935.57	-29.9%
Jul	2,059.21	1,622.10	1,184.95						
Aug	1,924.28	1,477.49	1,188.18						
Sep	1,509.82	1,275.11	1,069.78						
Oct	1,297.42	1,030.74	918.67						
Nov	911.55	682.48	589.6						
Dec	700.94	563.15	519.57						
Total	14,881.54	11,792.65	9,973.47	4,056.59	486.16	4,542.75	4,542.75		
				89.30%	10.70%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : SURFACE WATER SUPPLY
STATUS : Information Item
REPORT DATE : July 6, 2016
PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

Receive status report on surface water supplies available to the District.

BACKGROUND AND ANALYSIS:

As of midnight on July 4, 2016, storage in Folsom Lake was at 691,561 acre-feet, 71 percent of the total capacity of 977,000 acre-feet. This is about 87 percent of historical average for this date. This represents a decrease in storage of 134,473 acre-feet in the past month.

The District's total water use during the month of June 2016 (1343.76 acre-feet) was 26.0% below that of June 2013 (1816.73 acre-feet).

CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Skycrest, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis.

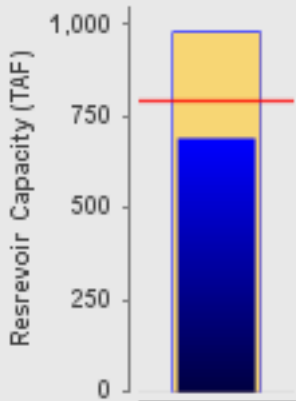


Reservoir Conditions - Folsom Lake



Folsom Lake Conditions

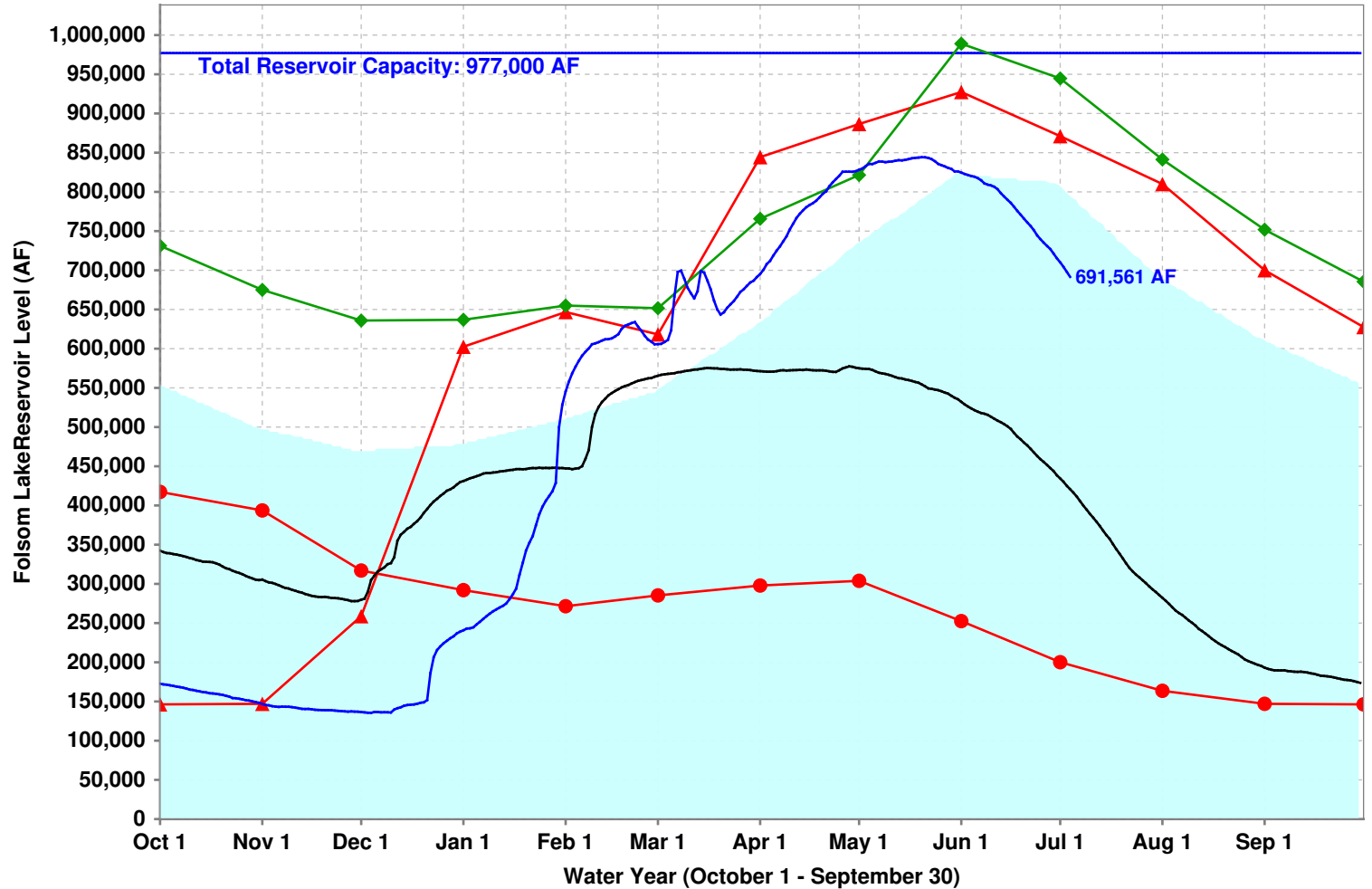
(as of Midnight - July 4, 2016)



Current Level: 691,561 AF

71% (Total Capacity) | 87% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight July 4, 2016



■ Historical Average
 — Total Reservoir Capacity
 ● 1976-1977 (Driest)
 ▲ 1977-1978
 ◆ 1982-1983 (Wettest)
 — 2014-2015
 — Current: 2015-2016

2016 Jul 12

D-1



July 1, 2016

Mr. Bob Churchill
Citrus Heights Water District
P. O. Box 286
Citrus Heights, CA 95611-0286

Dear Mr. Churchill:

Bob

Thank you for your continued participation in the Regional Water Authority (RWA). The past year has seen significant success on a number of important regional initiatives. RWA's ability to help members plan and implement water management projects and programs within the region continues to grow, and our regional voice on statewide issues is gaining influence. RWA celebrates its 15th anniversary in 2016. There is a lot to look back on with pride – and a lot of opportunity ahead.

In 2013, RWA adopted a Strategic Plan to guide us for the next five years. A stronger, more effective role in protecting the region's interests on statewide issues was one of the highest priorities identified. Our fiscal year 2016-17 budget and work plan will allow us to increase our efforts to evaluate and respond to the impacts of legislative and regulatory actions and work to protect and improve water supply reliability for the region to meet both human and environmental needs.

In regional planning, we were successful in acquiring a grant of nearly \$1.8 million under the final round of Proposition 84 Integrated Regional Water Management (IRWM) Implementation Grants, bringing the total of Proposition 84 IRWM awards received up to \$28 million. In the upcoming year, we will position our region well to begin pursuing funding from Proposition 1. We also began a multi-year project to develop a Regional Water Reliability Plan. When complete, this plan will provide a road map to ensure the long-term reliability and protection of our region's water resources.

Throughout FY 2016, the Water Efficiency Program (WEP) was successful in assisting participants with meeting Best Management Practice (BMP) commitments, securing and managing over \$3 million in grants, and developing important regional messaging to address the unprecedented drought conditions. Regional data collection, analysis and reporting, along with a robust public relations campaign, resulted in positive media attention for RWA members' water conservation efforts in response to the drought.

Spencer Short, Chair
Jim Peifer, Vice Chair

Members

- California American Water
- Carmichael Water District
- Citrus Heights Water District
- Del Paso Manor Water District
- El Dorado Irrigation District
- Elk Grove Water District
- Fair Oaks Water District
- Folsom, City of
- Golden State Water Company
- Lincoln, City of
- Orange Vale Water Company
- Placer County Water Agency
- Rancho Murieta Community Services District
- Roseville, City of
- Rio Linda / Elverta Community Water District
- Sacramento, City of
- Sacramento County Water Agency
- Sacramento Suburban Water District
- San Juan Water District
- West Sacramento, City of
- Woodland-Davis Clean Water Agency
- Yuba City, City of

Associates

- El Dorado County Water Agency
- Sacramento Municipal Utility District
- Sacramento Regional County Sanitation District
- Sacramento Area Flood Control Agency

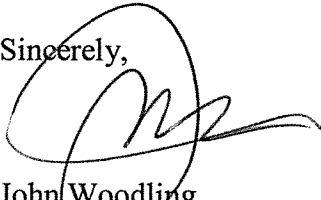
RWA Letter to Bob Churchill
Citrus Heights Water District
July 1, 2016
Page two of two

RWA added a new member and an associate member over the last year, which expands the geographic breadth and influence of RWA. In addition, the Board approved addition of a number of affiliates, which will improve our ability to communicate with others who have an interest in regional water issues.

The RWA Board of Directors, at its March 10, 2016 meeting, approved the fiscal year 2016-2017 budget and dues schedule. Attached is your agency's invoice for the year. Please note that the contribution to our partnership with the Powerhouse Science Center, approved by the Board in 2014, is reflected as a separate line item.

Please call me at (916) 967-7692 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to be 'JW', written over a large, light-colored circular scribble.

John Woodling
Executive Director

Attachment

2016 Jul 12 D-1



Spencer Short, Chair
Jim Peifer, Vice Chair

July 1, 2016

Members

California American Water
Carmichael Water District
Citrus Heights Water District
Del Paso Manor Water District
El Dorado Irrigation District
Elk Grove Water District
Fair Oaks Water District
Folsom, City of
Golden State Water Company
Lincoln, City of
Orange Vale Water Company
Placer County Water Agency
Rancho Murieta Community Services District
Roseville, City of
Rio Linda / Elverta Community Water District
Sacramento, City of
Sacramento County Water Agency
Sacramento Suburban Water District
San Juan Water District
West Sacramento, City of
Woodland-Davis Clean Water Agency
Yuba City, City of

Associates

El Dorado County Water Agency
Sacramento Area Flood Control Agency
Sacramento Municipal Utility District
Sacramento Regional County Sanitation District

Bob Churchill
Citrus Heights Water District
PO BOX 286
Citrus Heights, CA 95611-0286

Dear Mr. Churchill:

Thank you for your continued participation in the Regional Water Authority (RWA)'s Water Efficiency Program (WEP). Your participation allows the region to harness economy of scale benefits for public outreach messaging, program implementation and grant awards. Additionally, in fiscal year (FY) 2016 the WEP provided a collaborative hub to discuss both internal drought response and external drought regulation strategies.

The past year has seen significant successes on a number of important regional initiatives including the development of regional messaging to address the unprecedented drought conditions. Regional data collection, analysis and reporting, along with a robust public outreach campaign played a key role in raising and cultivating a positive profile for the region's water suppliers and conservation efforts, especially among news media, regulators and water industry leaders. In 2015 and 2016, the region received recognition in more than 200 news articles, 56 million impressions (number of times an ad is displayed) through radio, online and TV advertising and issued 30 press releases. The program also allowed the region to quickly pool an additional \$150,000 in summer 2015 to continue the regional public outreach campaign through the end of the year to support the ongoing conservation regulation.

The combination of strong local and regional messaging did not go unnoticed. Customers responded to our calls to action achieving a region wide 31% reduction in water use from June 2015-May 2016 compared to 2013 use. This region's savings was among the highest in the state. Furthermore, external partners also recognized our efforts. The Program was awarded the Most Effective Social/New Media award in 2016 for our winter Drought Face campaign—the eighth award for public outreach earned by the WEP.

Throughout FY 2016, the WEP was successful in assisting participants with meeting Best Management Practice (BMP) commitments and securing and managing over \$3 million in grants. In 2015, the Program was awarded \$2.5 million by the California Department of Water Resources for the newly established Water Energy Grant for direct installations of plumbing fixtures and commercial and institutional rebates for the region's disadvantaged communities. RWA's partner, Regional San, also restored full funding for toilet, clothes washers and pre-rinse spray valves rebates from \$100,000 in 2015 to \$350,000 in 2016.

Letter to Bob Churchill
Water Efficiency Program
July 1, 2016
Page 2 of 2

In 2015 RWA staff was selected to participate on the State Water Resources Control Board (State Water Board)'s advisory committee to provide input on the statewide drought regulations. RWA provided feedback and guidance to the State Water Board during the process and forged partnerships throughout the state with other water agencies when similar objectives aligned. Looking forward, RWA staff will continue to have an active role as the state embarks on the permanent water use standards outlined in the Governor's May 2016 Executive Order.

The WEP representatives approved the FY 2017 budget of \$652,000 and dues schedule at the May 10, 2016 meeting. Attached is your agency's invoice for the year. The budget includes \$200,000 in supplemental grant funding awarded to the WEP in 2015 through Proposition 84 Round 3. Please call me at (916) 967-7692 if you have any questions.

Sincerely,

John K. Woodling
Executive Director

enclosures

A handwritten signature in blue ink, appearing to be 'J. Woodling', is written over the printed name and title. The signature is enclosed within a large, hand-drawn blue oval.

2016 Jul 12 D-1



Spencer Short, Chair
Jim Peifer, Vice Chair

July 1, 2016

Members

- California American Water
- Carmichael Water District
- Citrus Heights Water District
- Del Paso Manor Water District
- El Dorado Irrigation District
- Elk Grove Water District
- Fair Oaks Water District
- Folsom, City of
- Golden State Water Company
- Lincoln, City of
- Orange Vale Water Company
- Placer County Water Agency
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- Roseville, City of
- Rio Linda / Elverta Community Water District
- Sacramento, City of
- Sacramento County Water Agency
- Sacramento Suburban Water District
- San Juan Water District
- West Sacramento, City of
- Woodland-Davis Clean Water Agency
- Yuba City, City of

Bob Churchill
Citrus Heights Water District
PO BOX 286
Citrus Heights, CA 95611

Dear Mr. Churchill:

On behalf of the Regional Water Authority (RWA), I am providing the enclosed invoice for \$800.00 for the RWA/SRCSD Water Conservation Incentives Project Water Efficiency project management. This has been a very successful customer incentives program and your agency has received \$89,814.44 in toilet, clothes washer, and pre-rinse spray valve reimbursements. The project agreement dated January 1, 2008 between RWA and your agency specifies that fees will be collected each year to cover direct RWA project management expenses; however, we have not invoiced participants since 2014 due to a streamlined reporting process.

Please feel free to contact Monica Garcia (916-967-7692 or mgarcia@rwah2o.org) of my staff if you need any additional information.

Sincerely,



John K. Woodling
Executive Director

cc: Rex Meurer

enclosures

Associates

- El Dorado County Water Agency
- Sacramento Area Flood Control Agency
- Sacramento Municipal Utility District
- Sacramento Regional County Sanitation District



Sacramento Groundwater Authority
*Managing Groundwater Resources
 in Northern Sacramento County*

5620 Birdcage Street, Suite 180
 Citrus Heights, CA 95610

Tel: (916) 967-7692
 Fax: (916) 967-7322
www.sgah2o.org

July 1, 2016

Mr. Bob Churchill
 Citrus Heights Water District
 P. O. Box 286
 Citrus Heights, CA 95611-0286

California American
 Water

Carmichael
 Water District

Citrus Heights
 Water District

City of Folsom

City of Sacramento

County of Sacramento

Del Paso Manor
 Water District

Fair Oaks Water District

Golden State
 Water Company

Natomas Central Mutual
 Water Company

Orange Vale
 Water Company

Rio Linda / Elverta
 Community Water
 District

Sacramento Suburban
 Water District

San Juan
 Water District

Agricultural and
 Self-Supplied
 Representative

Dear Mr. Churchill:

Thank you for your continued support of the Sacramento Groundwater Authority (SGA).

Through your support and participation in SGA, we are able to fully satisfy the Groundwater Management Element of the Water Forum Agreement in northern Sacramento County, allowing us to expand our water supply reliability while protecting the lower American River. Our strong groundwater management program has also enabled the region to receive tens of millions of dollars in grant funding to construct regional water supply facilities. SGA has implemented a monitoring program and data management system that will help to ensure effective management and local control of groundwater resources. The improvements in groundwater basin conditions that have occurred since SGA's creation in 1998 are critical to operating the groundwater basin sustainably during the ongoing drought conditions.

Since the passage of the Sustainable Groundwater Management Act (SGMA) in 2014, the voluntary, local approach developed by SGA continues to receive a lot of positive attention. Our record of success will be important to ensuring any new groundwater management requirements create a benefit, rather than a burden, for our region.

Among the highlights of the previous year, we:

- successfully applied to become the exclusive Groundwater Sustainability Agency under SGMA for the SGA area,
- maintained a strong presence with state agencies responsible for developing guidelines and regulations for the SGMA to ensure SGA's interests are properly represented,
- continued monitoring to satisfy California Statewide Groundwater Elevation Monitoring (CASGEM) program requirements,
- continued more frequent groundwater elevation monitoring in response to drought conditions,
- continued implementation of the SGA Groundwater Management Plan (GMP),
- continued tracking the SGA Water Accounting Framework,
- continued an evaluation of a regional groundwater contamination problem in northern Sacramento County, and
- conducted an assessment of the occurrence of elevated hexavalent chromium in a large portion of northern Sacramento County.

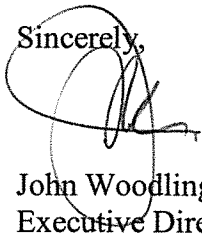
SGA letter to Bob Churchill
Citrus Heights Water District
July 1, 2016
Page two of two

In the upcoming year, SGA will take substantial steps toward compliance with the SGMA; complete the contaminant study in north Sacramento County; continue evaluating hexavalent chromium contamination; continue our leadership in providing input to on SGMA implementation; and continue CASGEM monitoring.

The SGA Board, at its April 14, 2016 meeting, approved the fiscal year 2016-2017 budget and fee structure. Attached is your agency's invoice for the year.

Please call me at (916) 967-7692 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "John Woodling", is written over a circular stamp or watermark.

John Woodling
Executive Director

Attachment

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : July 7, 2016
 PREPARED BY : Hilary M. Straus, Assistant General Manager
 Rex W. Meurer, Water Efficiency Coordinator

Significant assignments and activities for the Assistant General Manager (AGM) and District Administrative, Customer Service and Water Efficiency staff are summarized below.

AGM-1 WATER EFFICIENCY PROGRAM UPDATE

Water Efficiency Program activities during the month of June 2016 included:

- 11 ultra-low-flush toilet rebates for the month of June 2016. A total of \$6,600 in rebates has been provided to customers to date.
- For the period of June 2016, no High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 9 HECW rebates were processed by SMUD for District customers.
- 67 water waste calls were received during the month of June. 13 reports of water waste were received through the CHWD's Drought Resources web page. A total of 43 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD
January 2015	75
February	83
March	108
April	117
May	129
June	163
July	176
August	172
September	160
October	140
November	82
December	75
January 2016	80
February	77
March	77
April	107
May	155

Month	R-GPCD
June	213

***This information is submitted monthly to the State Water Resources Control Board.**

- The J. Crowley Group, Inc. submitted the adopted 2015 Urban Water Management Plan to the California Department of Water Resources (DWR). The updated plan includes a comprehensive assessment and description of the District's water distribution system, water demands, water supplies, conservation, 20x2020 analysis and target compliance, demand management, and demand-to-supply contingency planning.

AGM-2 DROUGHT RESPONSE PLAN UPDATE

The following is a summary of Drought Response Plan activities in June.

- CHWD's Water Reduction Target for 2016 has been adjusted by the State Water Resource Control Board (SWRCB). Water reduction targets are based on a District's local water supply reliability conditions.
- Based on the updated Water Reduction target issued by the SWRCB, CHWD's 3-year water supply reliability analysis indicates the Districts water reduction target is 0. At the June 14th Board meeting, the Board adopted a Stage 2 Water Alert Modified. Customers are being asked to voluntarily cutback water use by 5%-10% through 2016.
- CHWD is partnering with the City of Citrus Heights to hold an Ecolandscape classes on July 23rd. The class will be held at the Citrus Heights Community Center. The class will cover "right plant-right placement" and best irrigation practices for customers. There will be a demonstration on how to convert spray to drip and water efficient outreach materials.
- The Top 20% water reduction campaign is focusing on the 72 no response/non-compliant "Bad-Bad's". These are the customers who did not submit a water reduction plan and did not meet their water reduction target. The 72 "Bad Bads" are being contacted by District staff. Customers will be offered a water efficiency review and left with water conservation program information and literature.

<i>ACTION TAKEN</i>	<i># of Responses</i>	<i># Compliant</i>	<i># Non-Compliant</i>
Responded with Plan	96	84	12
No Response with Plan	86	14	72

** All Top 20% customers saved a total of 42% as compared to 2013.*

AGM-3 PALADIN NIGHT PATROL UPDATE

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August 2015 through June 2016.

Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
DECEMBER				
2015	56	31	54	0
JANUARY				
2016	32	15	32	0
FEBRUARY				
2016	29	18	29	0
MARCH				
2016	34	20	34	0
APRIL				
2016	16	6	16	0
MAY				
2016	34	27	30	0
JUNE				
2016	23	10	23	0
Totals	543	305	499	1

*A single incident report can include one or more violation categories. One incident report can overlap into multiple categories.

As of July 1, 2016 Staff has suspended Paladin night patrols. The need for night time water waste patrols will be monitored on a monthly basis throughout the summer. If water waste complaints continue to increase throughout the summer, consideration will be given to reinstate program.

AGM-4 STAGE 2 WATER ALERT MODIFIED

At the June 14th Board meeting, the Board adopted a Stage 2 Water Alert Modified. A Public Outreach campaign is being implemented to promote the Stage 2 Water Alert regulations. The messaging is intended to educate District customers about Stage 2 regulations and direct customers to our website promoting water efficiency. The following are included in the Public Outreach effort:

- A Direct Mailer promoting the Stage 2 Water Alert:
- The District’s website
- FaceBook
- Newsletter
- Phone message recording

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : July 6, 2016

The following District employees were recognized for superior attendance, outstanding customer service and quality of work during the month of June 2016.

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri: Superior Attendance
 Work Quality – Presentation of PM Report to Board of Directors due to vacation absence of Project Manager – 2016 Jun 14
 Work Quality - Participation in Strategic Planning Session – 2016 Jun 26 Sunday

Borey Swing: Superior Attendance
 Work Quality – Updated District map layers provided by Sacramento County. Software updates required him to determine a series of new solutions to accomplish the task and to completely update the documented procedures – 2016 Jun

John Spinella: Superior Attendance
 Work Quality – Overtime Inspection required for the Mariposa Avenue 12” Water Main Replacement Project – 2016 Jun 10 & 17, both Fridays totaling 15.5 hours

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance
 Work Quality – 8523 Robie Way after-hours water main and blow-off repair – 2016 Jun 01
 Work Quality – Responded to Standby duty request for assistance with service saddle replacement at 8307 Juglans Way –2016 Jun 28

Tim Cutler: Superior Attendance
 Work Quality – 8523 Robie Way after-hours water main and blow-off repair – 2016 Jun 01
 Work Quality - Participation in Strategic Planning Session – 2016 Jun 26 Sunday

Robyn Evans: Work Quality – Preparation of Breakfast for Employee Recognition Assembly – 2016 Jun 09
 Work Quality – Safety Committee walk-through punch list repair work – 2016 Jun
 Work Quality – Assistance with advance preparation of materials for Water Efficient Landscape Class – 2016 Jun 08

Jarrett Flink: Superior Attendance
Work Quality – 8523 Robie Way after-hours water main and blow-off repair – 2016 Jun 01

Gil Garcia: Work Quality – 8523 Robie Way after-hours water main and blow-off repair – 2016 Jun 01
Work Quality – Assisted with large-scale clean-up of facilities and tour route in preparation for May 31 Board and Staff Tour – 2016 May

Brian Hensley: Superior Attendance
Work Quality – Board Meeting Presentation on Public Health Goals – 2016 Jun 14
Work Quality - Participation in Strategic Planning Session – 2016 Jun 26 Sunday

Dan Hesse: Work Quality – Volunteered to take Standby Duty – 2016 Jun 07 to 14

Rick Jimenez: Customer Service – Compliments for customer at 7755 Twin Oaks Ave – 2016 Jun 08
Work Quality – Assisted with large-scale clean-up of facilities and tour route in preparation for May 31 Board and Staff Tour – 2016 May

Mike Mariedth: Customer Service – Compliments for customer at 7755 Twin Oaks Ave – 2016 Jun 08
Work Quality – Assisted with large-scale clean-up of facilities and tour route in preparation for May 31 Board and Staff Tour – 2016 May

Chris Nichols: Work Quality – Testing of Backflow Assemblies on off-day at Normandy Park Senior Apartments, 7575 Madison Ave – 2016 Jun 17 Friday
Work Quality – Assisted with large-scale clean-up of facilities and tour route in preparation for May 31 Board and Staff Tour – 2016 May

Zachary Powell: Work Quality – Responded to Standby duty request for assistance with service saddle replacement at 8307 Juglans Way –2016 Jun 28

Nick Spiers: Superior Attendance
Work Quality – Safety Committee walk-through punch list repair work – 2016 Jun

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Customer Service – Call from customer at 6308/6310 San Benito Way acknowledging helpfulness in explaining billing and collections process – 2016 Jun 22

Kelly Drake: Superior Attendance
Work Quality – Assistance with and presentation on meters at Water Efficient Landscape Class – 2016 Jun 11 Saturday

Dana Mellado: Superior Attendance
Work Quality – Collaborating with WEC Meurer on Stage 2 Water Alert communications – 2016 Jun

Rex Meurer: Superior Attendance
Work Quality – Organization of and presentation at Water Efficient Landscape Class
– 2016 Jun 11 Saturday
Work Quality - Participation in Strategic Planning Session – 2016 Jun 26 Sunday

Beth Shockley: Superior Attendance
Work Quality – Attendance at Board Meeting to observe Clerk of the Board functions
– 2016 Jun 14
Work Quality - Preparation for and assistance with Strategic Planning Session –
2016 Jun 26 Sunday

Desiree Smith: Work Quality – Training of student volunteer on scanning project – 2016 Jun 22
Work Quality – Assisting WEC Meurer with edits to direct mail drought information
- 2016 Jun 23

Lisa Smoot: Work Quality – Preparation for and participation in Strategic Planning Session –
2016 Jun 26 Sunday

Susan Sohal: Superior Attendance
Work Quality – Training MSS Shockley on assembling and distribution of Board
Meeting Packets utilizing Adobe Acrobat Pro – 2016 Jun
Work Quality - Participation in Strategic Planning Session – 2016 Jun 26 Sunday

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : July 7, 2016

Significant assignments and activities for the General Manager (GM) are listed on the attached list. I will be available at the meeting to answer questions and/or provide additional details.

**Citrus Heights Water District
General Manager's Task List
Date: 7/7/2016**

TASK LIST NO. 127		July 12, 2016			GM-2b
Category	Green: Items that are substantially complete, delegated or awaiting action by others	GM Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Water Distribution	District Capital Project 2011-02: Beech Ave Metered Interconnection with Orange Vale WC	5	OVWC	15-Jun-2016	Draft Agreement sent to OVWC - awaiting comments

**Citrus Heights Water District
General Manager's Task List
Date: 7/7/2016**

Category	Red: Top Priority Items	GM Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	<i>Annexations: Ivo ti Tract (4 of 8)</i>	40	Churc hill	15-Sep-2016	
Administration	<i>Annexations: Sacramento County (4 of 8)</i>	40	Churc hill	15-Sep-2016	
Administration	<i>Annexation of Veme Tract Territory to SJWD</i>	40	Churc hill	15-Sep-2016	
Administration	Fiscal Management Policy - Disbursement of Funds	2	Every 3 Years	15-Oct-2015	
District HQ & Corp Yard	<i>Admin Building Office Enclosure 2016-25</i>	10	Kaler Doble r Construc tion	9-Aug-2016	Substantially Complete
Human Resources	Retire from Citrus Heights Water District		Churc hill	17-Nov-2016	Planned Date
Water Distribution	<i>Future CIP Projects Summary Binder (2 of 8)</i>	20	GM/ Engr Dept	30-Jul-2016	Edit in Progress
Water Distribution	<i>Technology Improvements: Document Management / Project Management / Asset Management / Easements (7 of 8)</i>	30	Smoot/wing/etc	15-Dec-2016	
Water Supply	<i>SJWD Shortage Policy Cost Update (1 of 8)</i>	10	SJWD	15-Jul-2016	MOU in Development
Water Supply	<i>SJWD Wholesale Water Supply Agreement</i>	30	Churc hill/ Albie tz	9-Aug-2016	Meeting w/ JKA Apr 14
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churc hill	15-Sep-2016	
Water Supply	Sites Reservoir Advocacy	40	Straus/Riehle		
HO URS SUBT O TAL:		267			

**Citrus Heights Water District
General Manager's Task List
Date: 7/7/2016**

Category	Orange: High Priority Items	GM Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
External Influences	Regional Water Authority Board & Executive Committee: Organize Files	20	Churchill	1-Nov-2016	
Water Distribution	District Capital Project 2011-01: Fair Way 8" Metered Interconnection with Roseville	20	Churchill	1-Nov-2016	To CHWD Board and City Council in August
Water Distribution	District Capital Project 2012-09: Blossom Hill Dr 6" Metered Interconnection with Roseville	20	Churchill	1-Nov-2016	To CHWD Board and City Council in August
Water Distribution	District Capital Project 2012-10: Crestmont Dr 6" Metered Interconnection with Roseville	20	Churchill	1-Nov-2016	To CHWD Board and City Council in August
Water Quality	Cross Connection Ordinance Update	5	Churchill	1-Oct-2016	
Water Quality	Private Well Policy	5	Hensley	1-Oct-2016	
Water Supply	Cal Am Interconnection Agreements	5	Churchill		
Water Supply	Locate and Secure additional Well Sites	40	GM / OPS / WRS	ongoing	
	HOURS SUBTOTAL:	135			

**Citrus Heights Water District
General Manager's Task List
Date : 7/7/2016**

Category	Yellow: Medium Priority Items	GM Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Master Plan Update: RFP for Engineering Services	0	PM/ Engr Dept	15-Aug-2016	
Administration	Policies & Procedures: Write Missing Policies	32		ongoing	
Water Distribution	District Capital Project 2015-30 : Poplar Avenue 14"	10	Bennett Engr	30-Jul-2016	Design Phase
Water Distribution	District Capital Project 2015-31 : Baird Way 12"	10	Area West Engr	30-Jul-2016	Design Phase
Water Distribution	District Capital Project 2015-40: Mariposa Avenue 12"	10	Civil Engr Const	1-Aug-2016	Construction Phase
Water Distribution	District Capital Project 2013-32: Dewey Dr Interconnection w/SSWD & CWD	0	HOLD	1-Jun-2014	Design Phase
Water Distribution	Metering Projects: Meter Installation Policy Coordination with City of CH	2			
Water Distribution	Easements: Berry Lane	2			
Water Distribution	Easements: Ross	2			
Water Supply	Find Property Deeds: Wells Ave. Well Site	10		1-Sep-2016	Discuss with City of CH
HOURS SUBTOTAL:		78			

**Citrus Heights Water District
General Manager's Task List
Date: 7/7/2016**

Category	Blue: Non-Priority Items	GM Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Human Resources	Salary Schedule Update	40	Every 3 Years	13-Sep-2016	Last Updated Jan 2014, Update by July 2016 for 2017 Budget
Human Resources	GASB 45 Actuarial Analysis				Complete for 2016
Administration	2016 District Election	10		8-Nov-2016	Divisions One (4 year) and Two (2 year)
Administration	Conflict of Interest Code - Biennial Update	15	FPPC	31-Dec-2016	Biennial Update
Administration	Division Boundary Analysis	0	2020 Census	1-Jun-2021	Reviewed May 2011
Administration	Citrus Heights Water Takers Assn - Transcribe Meeting Minutes	20	Staff	1-Aug-2016	1917-1922 Handwritten Minutes of Predecessor to CHID / CHWD
Administration	Board of Directors Policies "3000 Series"	10	Every 4 Years	14-Feb-2016	Last completed 14 Feb 2012
Human Resources	Continued Education: Obtain and document contact hours for Water Treatment Operator T2 Certification	0	Renewed	1-Sep-2017	16 total hours needed
Human Resources	Continued Education: Obtain and document contact hours for Water Distribution Operator D5 Certification	0	Renewed	1-Jan-2018	36 total hours needed
Human Resources	Biennial Ethics Training	0	Every 2 Years	7-May-2017	Completed at ACWA Conference - 7 May 2015
Human Resources	Biennial Sexual Harassment Training	0	Every 2 Years	5-May-2017	Completed at ACWA JPIA Conference - 5 May 2015
Water Supply	Patton Ave Well Property Disposal			Hold	No Interested Parties
Water Supply	Watson Way Well Property Disposal			Hold	No Interested Parties
Water Supply	Public Health Goal Report & Public Hearing	1	OM, WRS	12-Jul-2016	Every 3 Years
Water Distribution	PIV Photos & Locks	3			
	HOURS SUBTOTAL	99			
	HOURS TOTAL	579			

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JULY 12, 2016 REGULAR MEETING

SUBJECT : LONG RANGE BOARD AGENDA
 STATUS : Information Item
 REPORT DATE : July 7, 2016

In an effort to plan workloads and schedules, Executive staff has been maintaining a Long Range Board Agenda, and the May update is provided below. Please let General Manager Churchill know if you have any questions or comments.

Meeting Date	Item	Assigned To
August 9, 2016	CIP Adoption	All
	Compensation Study/Salary Schedule Update/Policies	Churchill/Straus/Smoot
	Roseville Intertie Agreement	Churchill
	Reserve Policy Updates	Churchill/Straus/Sohal/Meurer
	Water Supply Agreement	Churchill
	Project Agreement with RWA— Regional Reliability Study	Straus
August 29, 2016	Budget and Rates Study Session	Straus/Sohal
September 13, 2016	Budget and Rates Workshop	Straus/Sohal
October 11, 2016		
November 8, 2016		
November 15, 2016	Operating and Capital Budgets	Straus/Dietrich/Gordon
	Water Rates, Charges & Fees	Straus/Sohal
	Capacity Fees	Straus/Sohal
	Water Shortage Charges	Straus/Sohal
December 13, 2016		